



Broker Reference Guide

RIF COMPLETION PROCESS

RISK INFORMATION FORM (RIF)

1. A completed RIF is the only means by which we can upload data to our Underwriting Model meaning, without this, we cannot underwrite/consider terms.
2. This is a dynamic form which can only be completed on-line and caters for one to an infinite number of locations.
3. It should only be used for risks meeting one of the Business Activities as stated in the Initial Basic Information per below
4. The form is extensive enough to be used for presentations to the greater majority of other markets to avoid brokers having to rekey
5. This form will also be the Statement of Fact issued with every Contract Certain Quotation

PROCESS

New Business alone

Email mail@accrouw.co.uk providing the **Initial Basic Information** as per below.
This enables us to create a basic record from which a RIF can be generated.
We will then email you with a passworded link to this RIF.

Renewals alone

We will send you a request to update the RIF in anticipation of forthcoming renewal with a passworded link to an on-line RIF

New Business and Renewals

1. A second email will follow with the password
Note: Link and password is unique to each RIF
2. Complete the RIF
*Note: Each page is auto saved each time you select Next
You can also use Save & Exit if you don't want to proceed further
You can leave and revisit at your convenience using the same link and password.*
3. Activate the 'Finish' button on the final (Other Insurances) page
*Note: This will only activate if all the necessary questions are answered
If not activated, you will see a list of the question(s) still requiring completion
You will not be able to access this version of the RIF again once 'Finish' is selected
We will give you a new link for further updates/renewals when needed*
4. You will receive an email with a copy of the RIF in PDF format
5. In the event the RIF is not completed/sent to us, it will auto close i.e. can no longer be accessed 14 days after either the proposed inception date or renewal date.

INITIAL BASIC INFORMATION

1. Prospect Legal Title and Trading Name
2. Insured Postal Address Postcode
3. Intended Inception Date
4. Primary Business Classification from the following list:
 - a. Single Care Home – Adult
 - b. Single Care Home – Elderly
 - c. Single Care Home – Adult & Elderly
 - d. Multi (1-5) Care Homes – Adult
 - e. Multi (1-5) Care Homes – Elderly
 - f. Multi (1-5) Care Homes – Adult & Elderly
 - g. Group (over 5) Care Homes – Adults
 - h. Group (over 5) Care Homes – Elderly
 - i. Group (over 5 Care Homes) – Adult & Elderly
 - j. Hospice – Adult and/or Elderly
 - k. Care Village/Closed Community
 - l. Supported Living (regulated only)