



# Motor Insurance Database



## Your legal responsibilities

Under this contract of insurance, you are legally responsible for the maintenance of your vehicle details on the Motor Insurance Database (MID). This is in accordance with the Motor Vehicle Compulsory Insurance Information Centre and Compensations Body Regulations 2003.

You must notify the MID immediately of any vehicle change to ensure that your record is always correct and up to date.



## What we will do

At the start of the insurance we will populate the MID with your policy details.

We can also include your vehicle details at that time, if you provide us with full information including the registration number(s). If the vehicle information changes it will be your responsibility to advise the MID.

AXA will provide you with access codes which allow you to update the MID with your vehicle details. To do this we need to have e-mail contact details for the person in your organisation you have made responsible for updating the Motor Insurance Database. We will contact you for this information.

## What you need to do

The details that you need to update on the MID are:

- vehicle registration number
- date the vehicle was added to or removed from the policy
- date the vehicle is to come off cover – the off cover date will automatically be populated with the policy end date. You can change this to an earlier date if you know the vehicle is to come off cover before the policy ends.

## What vehicles do you need to add to the MID

All vehicles that are owned, registered or leased to your business, including:

- licensed demonstration and courtesy vehicles
- trade plates
- any directors privately owned vehicles if AXA has agreed to extend your policy to cover such vehicles
- only stock vehicles that are registered to your company and taxed for road use.

We recommend that you check the MID record regularly to ensure that your vehicle record is correct. You must remove any vehicles that are no longer registered to your company and taxed for road use.

It is important that the contact information is correct, not just for AXA, but for the security of your own data. Therefore, if you need to change details of the contact person please tell your insurance adviser or contact AXA directly.

### Any questions? Contact the AXA MID Helpdesk



Tel: 0330 024 5345



Email: [mid.axa@axa-insurance.co.uk](mailto:mid.axa@axa-insurance.co.uk)

**Opening hours:** 8am - 6pm

Please have your policy number available when you contact the AXA MID Helpdesk.