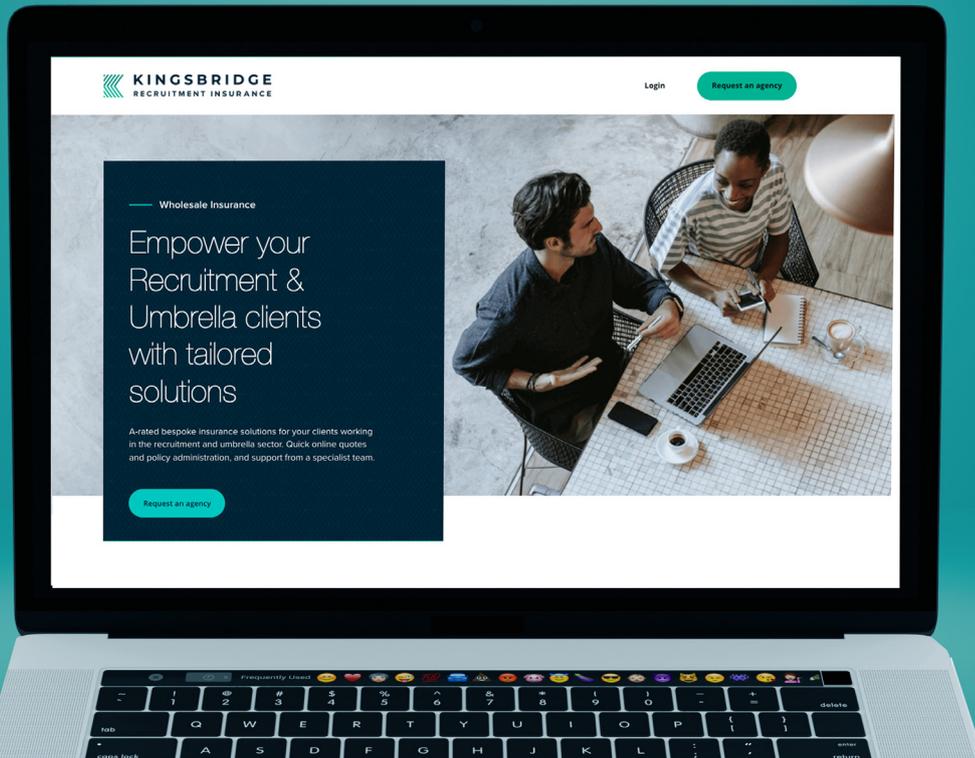




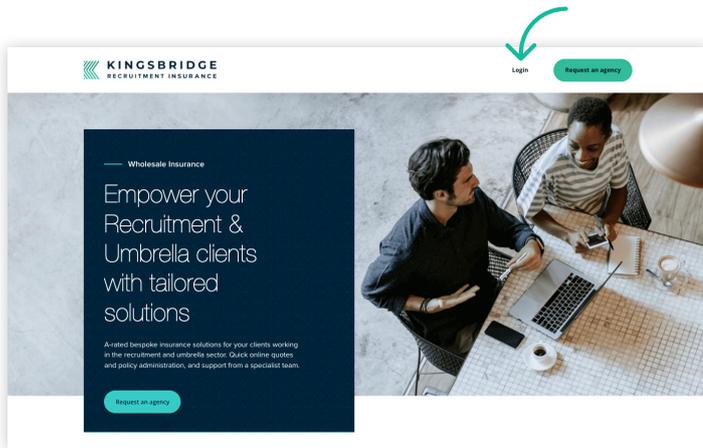
KINGSBRIDGE
RECRUITMENT INSURANCE

How to use your Kingsbridge Recruitment Insurance Broker Portal





Login	3
Search for cases	4/5
Tell us about you	6
Tell us about the business	7
Build the policy	8/9
Business details	10
Risk information	11
Optional Cover & Office Contents Cover	12
Declaration	13
Quotation summary	14
Viewing Case	15/16
Start cover date	17
Record payments	18
Searching for clients	19/20



1. Go to www.kingsbridgerecruitment.com/brokers and click on **Login** at the top-right

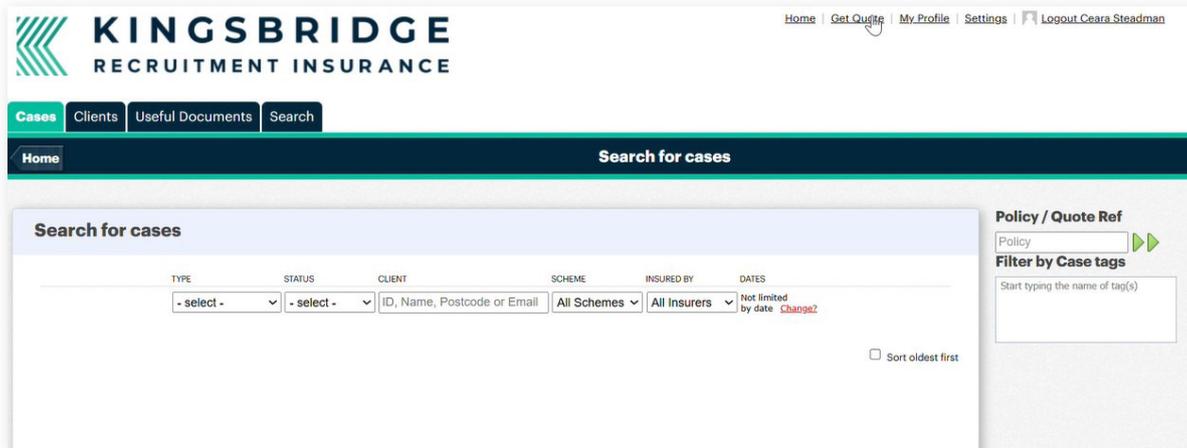
Username This is usually your email address

Password Case sensitive

Sign in

- **Help:** [I forgot my username or password](#)
- **Home:** [Return to My Homepage](#)

2. Enter your username and password and click **Sign In** to access the portal.



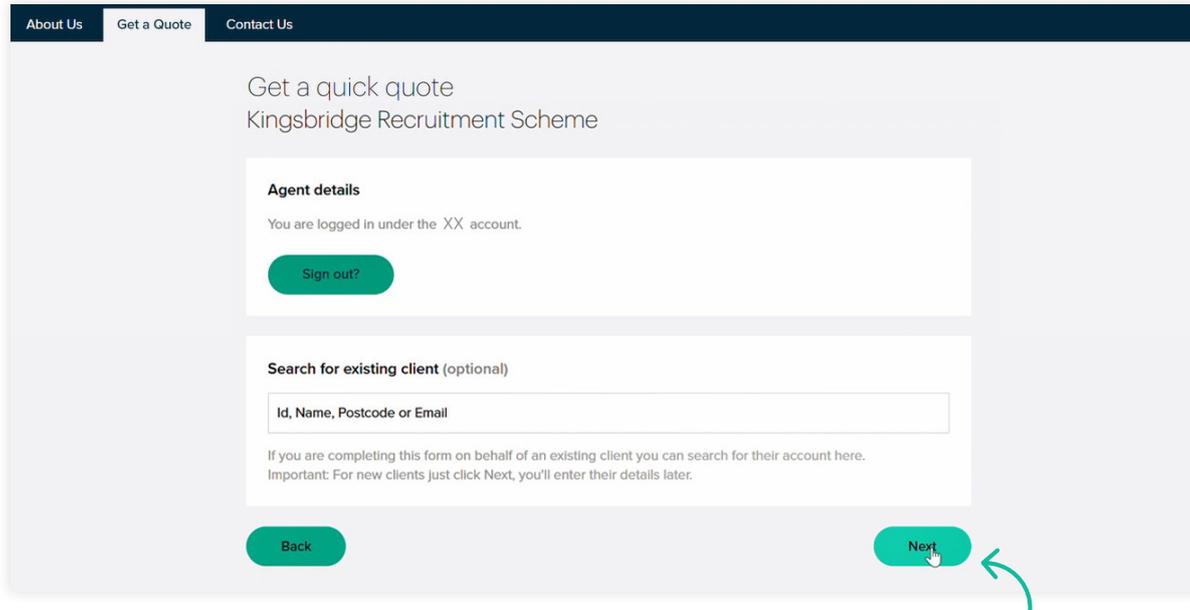
The screenshot shows the 'Search for cases' page. At the top, there is a navigation bar with links for Home, Get Quote, My Profile, Settings, and Logout. Below this is a header with the Kingsbridge Recruitment Insurance logo and a search bar. The main content area is titled 'Search for cases' and contains a search form with the following fields:

TYPE	STATUS	CLIENT	SCHEME	INSURED BY	DATES
- select -	- select -	ID, Name, Postcode or Email	All Schemes	All Insurers	Not limited by date Change?

There is also a checkbox for 'Sort oldest first'.

On the right side, there is a 'Policy / Quote Ref' section with a search box and a 'Filter by Case tags' section with a search box.

3. The first screen gives you the option to look through existing **cases** you have created for your clients. For a new quote, click **Get Quote** at the top of the screen.



About Us Get a Quote Contact Us

Get a quick quote

Kingsbridge Recruitment Scheme

Agent details

You are logged in under the XX account.

Sign out?

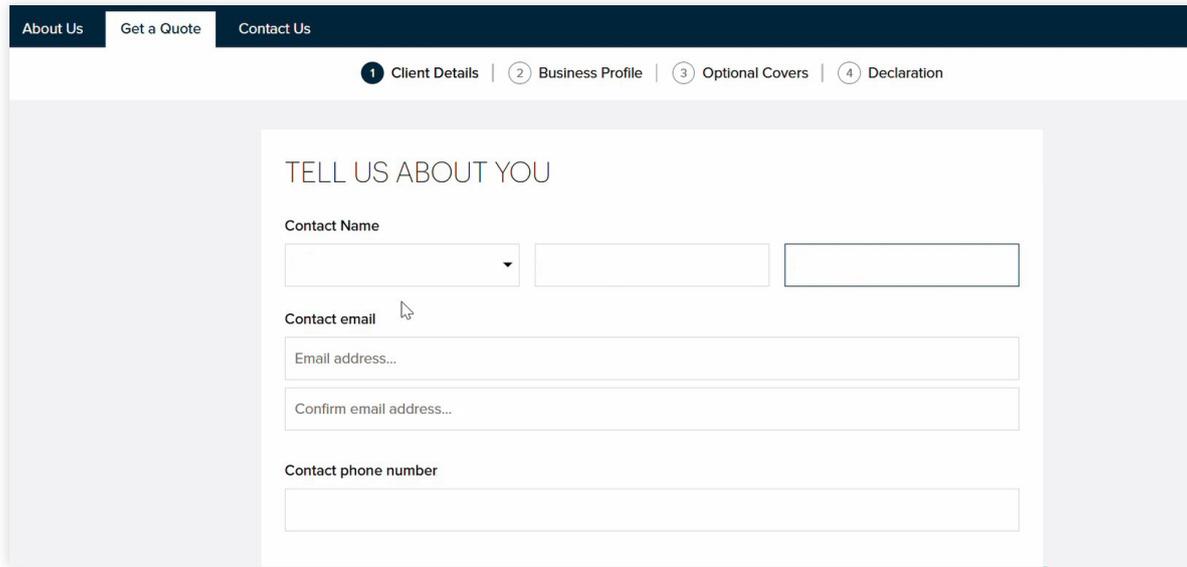
Search for existing client (optional)

Id, Name, Postcode or Email

If you are completing this form on behalf of an existing client you can search for their account here. Important: For new clients just click Next, you'll enter their details later.

Back Next

4. The screen will show your broker account number at the top. You can search for an existing client here, or for a new quote, leave that box empty and click **Next**.



The screenshot shows a web application interface with a dark blue header. The header contains three navigation tabs: 'About Us', 'Get a Quote', and 'Contact Us'. Below the header is a progress indicator with four steps: 1 Client Details, 2 Business Profile, 3 Optional Covers, and 4 Declaration. The main content area is titled 'TELL US ABOUT YOU' and contains the following form fields:

- Contact Name:** A dropdown menu, a text input field, and a text input field.
- Contact email:** A text input field labeled 'Email address...', a text input field labeled 'Confirm email address...', and a text input field.
- Contact phone number:** A text input field.

5. On the **Tell Us About You** screen, start to input the information for the quote (starting with your contact name, email and details, as you will be receiving the documentation for the quote).

Tell us about the business

Contact phone number

PICK THE POLICY START DATE

Policy start date

30 Jan 2025

6. Complete the contact information and policy start date.

TELL US ABOUT THE BUSINESS

Proposer's company name or company number
Please left click the correct company once loaded

CHOOSE BUSINESS LISTED

- 123456
- 123456
- 123456
- 123456
- 123456
- 123456
- 123456
- 123456
- 123456
- 123456

7. When you start to enter the company name, you will see their **name**, **company registration number**, and **address** pop-up automatically. Select the correct company from the list.

Does the business have a separate trading address to that listed above?

Is the business ERN exempt?

PAYE Employee Reference Number (ERN) ?

/

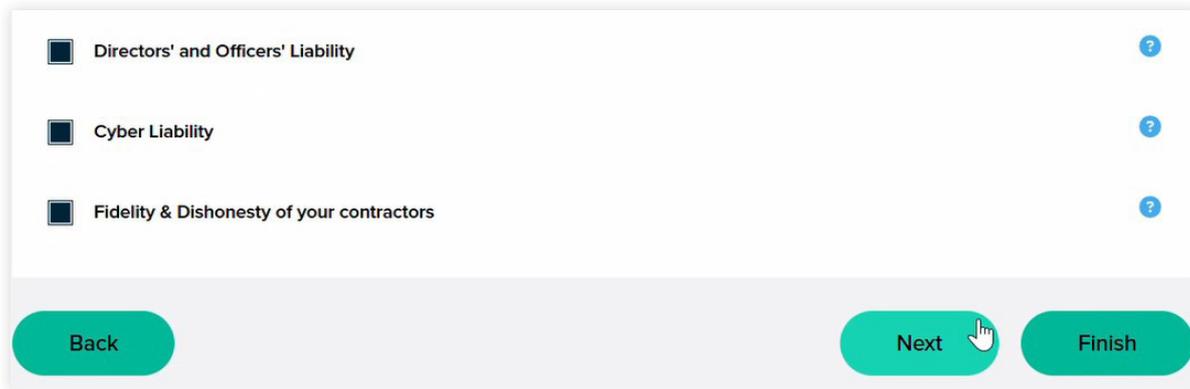
Trade

8. Fill in the relevant details for the recruitment or umbrella company you wish to place cover for...

BUILD THE POLICY

- Employers' and Public Liability ?
- Professional Indemnity ?
- Drivers' Negligence ?
- Office Contents ?
- Legal Expenses ?
- Contract Disputes & Debt Recovery ?
- Terrorism Cover ?
- Directors' and Officers' Liability ?
- Cyber Liability ?
- Fidelity & Dishonesty of your contractors ?

9. ...including the types of cover you want to get a quote for (help is available on each type of cover by hovering over the question mark on the right-hand side).



Directors' and Officers' Liability ?

Cyber Liability ?

Fidelity & Dishonesty of your contractors ?

Back Next Finish

10. Once you're happy everything you need is selected, click **Next**.

BUSINESS DETAILS

Business description

Employment Agency Business as defined in the Employment Agencies Act 1973 and subsequent legislation

Do any of the business activities fall outside of the above description, such as statement of works, consultancy or other professional services?

Yes No

LIMITS OF COVER

I

Employers' Liability - Please select the limit required

£10,000,000 £25,000,000

Public/Products Liability - Please select the limit required

£1,000,000 £2,000,000 £5,000,000 £10,000,000

11. Enter business details and the limits of cover they require...

Please provide a retroactive date if known:

01 Jan 2021

RISK INFORMATION

Does the business supply permanent workers only?

In regards to the supply of temporary workers, does the business accept the client's terms of business?

Does the business supply manual workers under non-standard terms of business to any of the following industries:
Aviation, nuclear power generating, petrochemical industries, demolition, any work on bridges or towers or steeples or chimney shafts or blast furnaces or viaducts or mines, pile driving, tunnelling, quarrying, use of explosives, excavations below 5 metres or heights above 15 metres?

Estimated payroll of the agency's own staff:

£ 50000

Estimated payroll of placed personnel in the following categories:

Payroll is to be allocated to domiciliary care, only if the business is COC registered and provides genuine domiciliary care services directly into service user's homes. If the business only supplies labour to COC registered entities such as care homes, hospices or hospitals, please transfer this entry to the Medical / Care category

Agency NOT accepting supervision, direction & control of labour supplied	Agency accepting supervision, direction & control of labour supplied
Clerical /Administrative <input type="text" value="£ 50000"/>	<input type="text" value="£ 0"/>

Estimate for current financial year - USA

£ 0

Last financial year - Other (inc. EU)

£ 0

Estimate for current financial year - Other (inc. EU)

£ 0

Is cover required for overseas offices or perhaps the business has employees located outside of the UK? Then, please speak to a member of our team who will be happy to assist in providing a solution tailored to your needs.

12. ...and complete their risk information, before clicking **Next** to proceed. *Note – some questions only become visible when you have answered others; complete the information asked for to proceed.*

Optional Cover & Office Contents Cover

OPTIONAL COVERS

Management Liability

A limit of £250,000 in the aggregate is included as standard, please confirm if a higher limit is required?

13. Continue completing information on the Optional Cover and Office Contents Cover needed for the company you are quoting for, pressing **Next** to proceed.

OFFICE CONTENTS COVER

Property Details

Page 1

Is the risk address same as the registered address?

Please specify the sum insured required under the following headings

Buildings

£ 0

Tenants Improvements

£ 0

Please confirm the below statements are true and correct in regards to all premises listed:

- Constructed with external walls of brick, stone or concrete and roofed with slate, tiles concrete, metal, asbestos or any other non-combustible material.
- Free from cracks or other signs of damage that may be due to subsidence, landslip or heave and have not previously suffered damage by any of these causes.
- In an area free from flooding and not near the vicinity of any rivers, stream or tidal waters.
- In a good state of repair.
- Self contained with a lockable door.
- Heated by conventional electric, gas, oil or solid fuel heating system.
- Fitted with electrical installations which are inspected at least every 5 years by a qualified electrician and any defects remedied.
- Lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements.

Please click to confirm the above.

Please confirm the below statements are true and correct:

- You are not aware of any incidents over the last 5 years that have given rise to a claim, or loss or which would have been covered by the proposers insurance should such policy have been in force, other than those which have been declared to us.
- After enquiry you are not aware of any pending claims or circumstances that might reasonably be expected to give rise to a claim or loss against, the firm, the firm's predecessors in business or any persons proposed in the insurance, that would fall within the scope of the insurance cover.
- The proposer, or any principal, director or partner under a current or previous trading title, has never been declared bankrupt or insolvent or been convicted of arson or any other criminal offence (other than motoring offence) or has any prosecution pending.
- Never had insurance declined, cancelled or an insurer refused to continue or agreed to continue only on special terms.
- Not had to initiate or defend any Legal Expenses insurance claims or legal proceedings (including hearings before Employment tribunal) in the last 3 years.
- Not had any Inland Revenue in depth investigation into the company or any of its directors, VAT dispute, PAYE or P11D compliance dispute in the last 3 years.



Please click to confirm the above.

Should you need assistance or have any queries please contact a member of our team on 03301 249590.

14. On the Declaration screen, confirm that everything you have stated is correct by **ticking the box** before proceeding to obtain your quote.

Quotation summary

ZURICH **KINGSBRIDGE**
RECRUITMENT INSURANCE

QUOTATION SUMMARY - Reference 12345678
Valid for 30 days

INSURED: A. COMPANY LIMITED

INCEPTION DATE: 30 January 2025 EXPIRY DATE: 29 January 2026

BUSINESS DESCRIPTION: Employment Agency Business as defined in the Employment Agencies Act 1973 and subsequent legislation

YOUR PREMIUM		
Premium (excluding insurance premium tax at current HMRC rate)	Insurance premium tax at current HMRC rate	Total premium (including insurance premium tax at current HMRC rate)
£766.67	£92.00	£858.67

If you'd like to pay by Direct Debit please call us on 03301 249590

03301 249590 | info@kingsbridgerecruitment.com

[Policy Wording v5](#) [Quote letter V1](#)
[Schedule v1](#) [Statement of Fact](#)

Back Save for later Proceed

Contact Name Company

Name: [Dropdown] Company: [Text Field]

Title: [Text Field] Address: [Text Field]

Address: [Text Field]

Email Address: [Text Field]

Phone numbers: [Text Field]

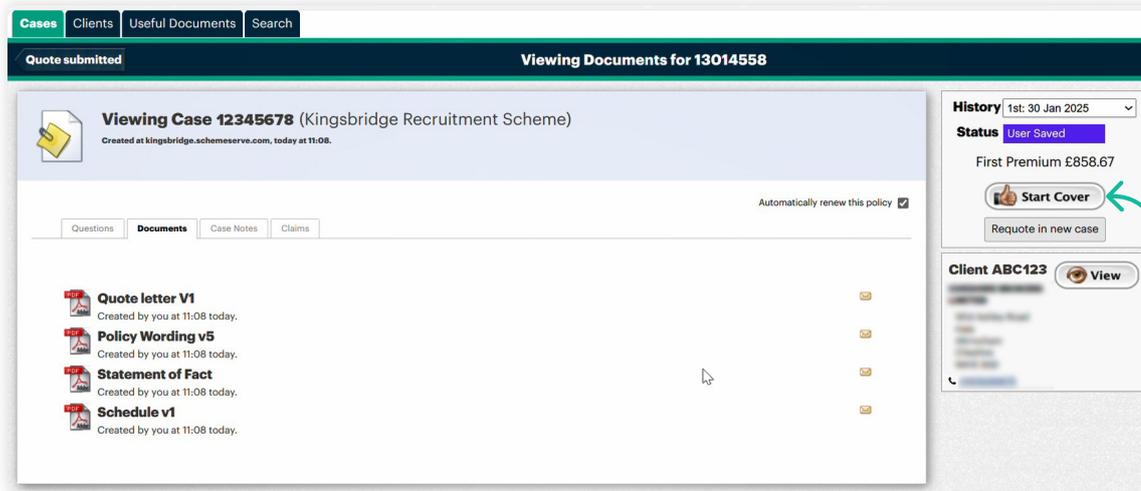
Consent

Opt-in to communications from us:

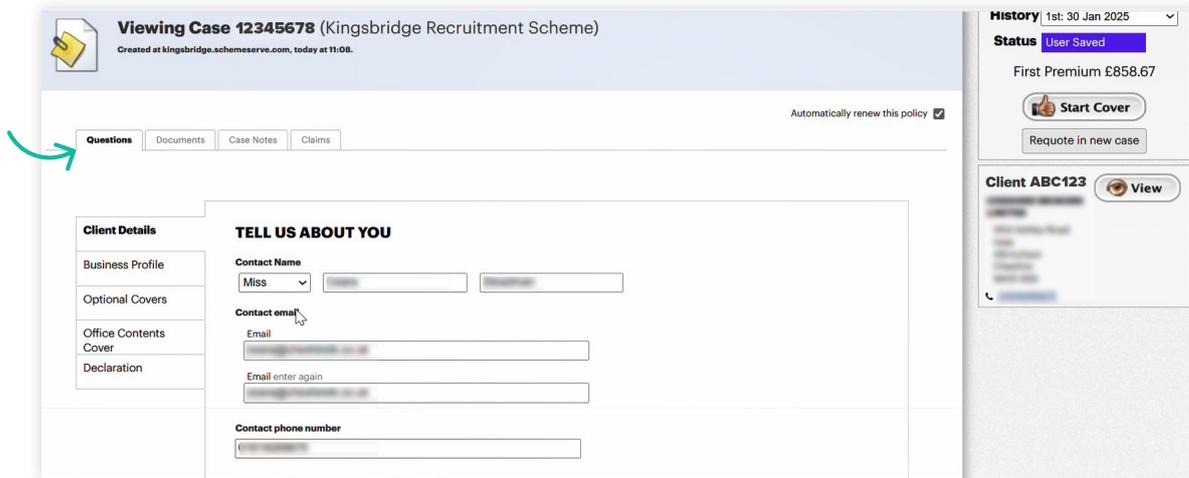
Opt-in to communications from our partners:

16. When you click **Save for later** all your client details appear in front of you to view.

15. You'll then get your quotation summary, showing full details of the quote you have requested, including important documents.



17. When you click **Next** you'll be returned to the **Viewing Case** screen. If you're happy to proceed, click the **Start Cover** button on the right-hand side...



Viewing Case 12345678 (Kingsbridge Recruitment Scheme)
Created at kingsbridge.schemeserve.com, today at 11:08.

Automatically renew this policy

Questions Documents Case Notes Claims

Client Details

- Business Profile
- Optional Covers
- Office Contents Cover
- Declaration

TELL US ABOUT YOU

Contact Name
Miss

Contact email
Email

Email enter again

Contact phone number

History 1st: 30 Jan 2025

Status User Saved

First Premium £858.67

Start Cover

Quote in new case

Client ABC123 **View**

18. ... or Click on the **Questions** tab if you want to amend anything relating to the quote.

Start cover date

Start Cover

Please select when you wish cover to start

19. Select the start cover date and click the **Start Cover** button.

Viewing Case 12345678 (Kingsbridge Recruitment Scheme)
Created at kingsbridge.schemeserve.com, on 08 February 2023 at 16:08.

Questions Documents Case Notes Claims

Automatically renew this policy

To whom it may concern letter Created by you at 11:12 today.	<input checked="" type="checkbox"/>
Invoice Created by you at 11:12 today.	<input checked="" type="checkbox"/>
EL Certificate v1 Created by you at 11:12 today.	<input checked="" type="checkbox"/>
Policy Wording v5 Created by you at 11:12 today.	<input checked="" type="checkbox"/>
Statement of Fact Created by you at 11:12 today.	<input checked="" type="checkbox"/>
Schedule v1 Created by you at 11:12 today.	<input checked="" type="checkbox"/>
Notice to policyholders Created on 10 January 2025 @ 11:15	<input checked="" type="checkbox"/>
Renewal letter V1 Created on 10 January 2025 @ 11:15	<input checked="" type="checkbox"/>

History (3rd: 10 Feb 2025)

Status **On Cover**

£793.50 Outstanding
[Click to collect/record new payment](#)

Renewal £966.00

Send to agents email address

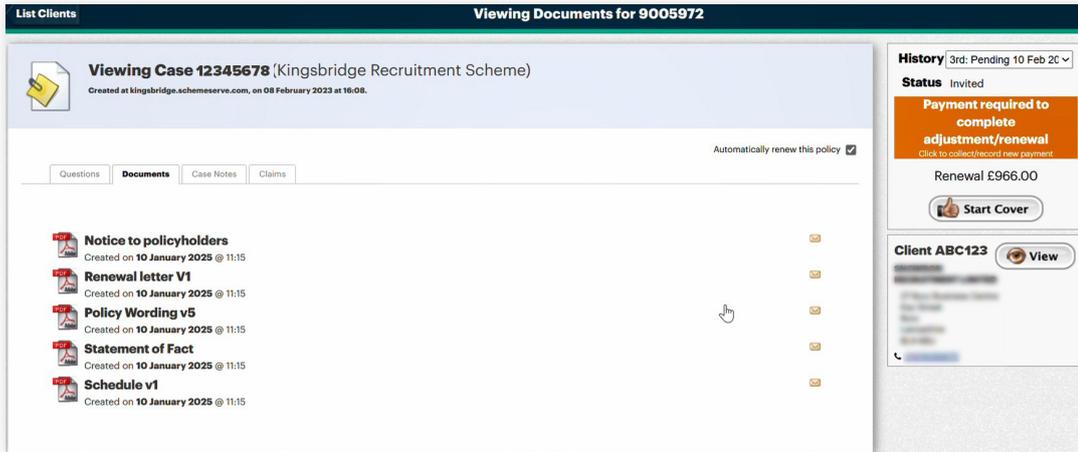
Send to custom email address

Send to clients email address

Send to custom email address

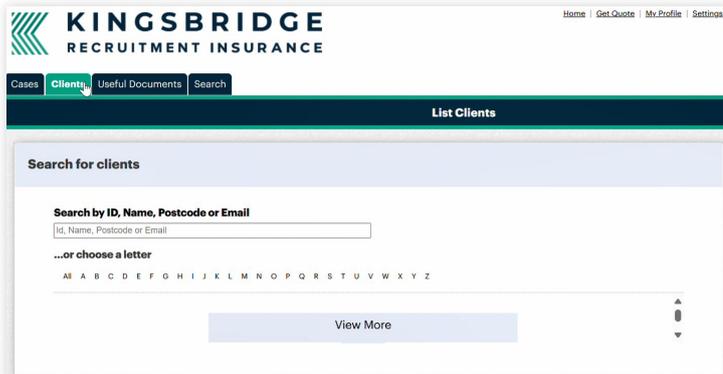
Client ABC123

20. The status of the account shows on the screen. You can send any documents to yourself by ticking the boxes next to the document name, then selecting your email under **Send to agents email address** on the right-hand side.

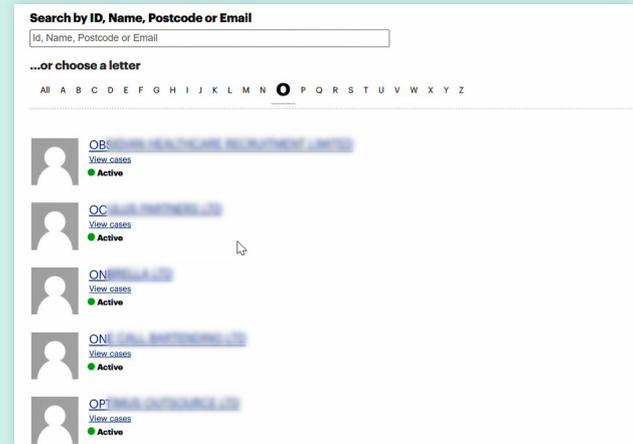


The screenshot displays the 'Viewing Documents for 9005972' interface. At the top, it shows 'List Clients' and 'Viewing Documents for 9005972'. The main content area is titled 'Viewing Case 12345678 (Kingsbridge Recruitment Scheme)' and includes a document icon and creation details: 'Created at kingsbridge.schemeserve.com, on 08 February 2023 at 16:08.' Below this, there are tabs for 'Questions', 'Documents', 'Case Notes', and 'Claims'. A checkbox labeled 'Automatically renew this policy' is checked. A list of documents is shown, including 'Notice to policyholders', 'Renewal letter V1', 'Policy Wording v5', 'Statement of Fact', and 'Schedule v1', each with a document icon and creation timestamp. On the right-hand side, a 'History' section shows '3rd: Pending 10 Feb 20' and 'Status Invited'. A prominent orange box states 'Payment required to complete adjustment/renewal' with a sub-link 'Click to collect/record new payment'. Below this, the renewal amount is listed as 'Renewal £966.00' and a 'Start Cover' button is visible. At the bottom right, there is a 'Client ABC123' section with a 'View' button.

21. You can record payments made to you on the system on the right-hand side where the premium shows.



22. To find a client, click on the **Clients** tab at the top of the screen. Use the search box, or click on the first letter of the company name to show a list.



23. In this example, all clients beginning with the letter 'O' are listed in alphabetical order.

Cases Clients Useful Documents Search

List Clients search results **Search for cases**

Search for cases

TYPE	STATUS	CLIENT	SCHEME	INSURED BY	DATES
- select -	- select -	7416951	All Schemes	All Insurers	Not limited by date Change?

Sort oldest first

- 12345678** (Kingsbridge Recruitment Scheme)
Client: [Kingsbridge Recruitment Ltd \(Kingsbridge Recruitment and Training Ltd \(Kingsbridge Recruitment Ltd\)\)](#)
Renewal On Cover
Inception: 23 Jun 2024
Expires: 22 Jun 2025
First Premium On Cover
Inception: 23 Jun 2023
Expires: 22 Jun 2024
[View](#)
- 12345678** (Kingsbridge Recruitment Scheme)
Client: [Kingsbridge Recruitment Ltd \(Kingsbridge Recruitment and Training Ltd \(Kingsbridge Recruitment Ltd\)\)](#)
Renewal On Cover
Inception: 23 Jun 2024
Expires: 22 Jun 2025
First Premium On Cover
Inception: 23 Jun 2023
Expires: 22 Jun 2024
[View](#)



24. Click on **View** next to the client name to see their details.

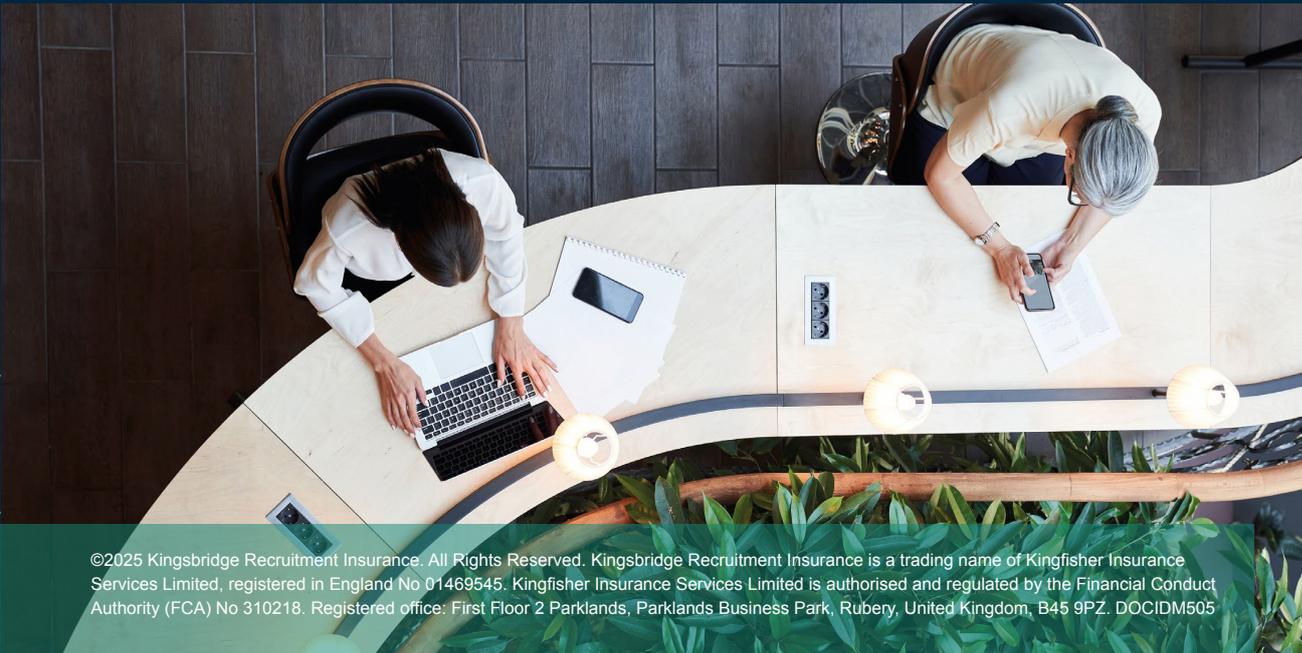


KINGSBRIDGE
RECRUITMENT INSURANCE

Any questions?

03301 249590

Email: info@kingsbridgerecruitment.com



©2025 Kingsbridge Recruitment Insurance. All Rights Reserved. Kingsbridge Recruitment Insurance is a trading name of Kingfisher Insurance Services Limited, registered in England No 01469545. Kingfisher Insurance Services Limited is authorised and regulated by the Financial Conduct Authority (FCA) No 310218. Registered office: First Floor 2 Parklands, Parklands Business Park, Rubery, United Kingdom, B45 9PZ. DOCIDM505