**Europe Supplementary Report Guidance**

As part of the Syndicate Business Forecast (SBF), form 105 is required for each distribution channel and provides a forecast of underwriting performance for each class of business that the syndicate writes or intends to write, as defined internally by the syndicate for the prospective year of account. For the **Europe distribution channel** **syndicates need to submit a supplementary spreadsheet** for business placed in Europe by syndicate class of business and countries.

As per the process last year, the supplementary spreadsheet will be provided to syndicates via Secure Store in their High Level Planning Data Submission area, within the relevant “2020\_EUR\_Supplemental data” folder.

Please note that the Lloyd’s Europe Distribution channel SBF:

* should not report the reinsurance commission charge within this return; and,
* should not report SPA plans as they are not allowed to write though Lloyd’s Europe.

Further guidance is provided in the spreadsheets.

These spreadsheets should be completed and uploaded back into the same Secure Store folder in line with the syndicate specific SBF submission deadlines.

For reference a link to Secure Store is provided here: [Lloyd's Secure Store](https://secure.lloyds.com/login?ReturnUrl=%2f%3fwa%3dwsignin1.0%26wtrealm%3dhttps%253a%252f%252fsecurestore.lloyds.com%252f_trust%252fdefault.aspx%26wctx%3dhttps%253a%252f%252fsecurestore.lloyds.com%252f_layouts%252fAuthenticate.aspx%253fSource%253d%25252FLists%25252FSecureStoreSiteMap%25252FAllItems%25252Easpx%26wreply%3dhttps%253a%252f%252fsecurestore.lloyds.com%252f_trust%252fdefault.aspx&wa=wsignin1.0&wtrealm=https%3a%2f%2fsecurestore.lloyds.com%2f_trust%2fdefault.aspx&wctx=https%3a%2f%2fsecurestore.lloyds.com%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252FLists%252FSecureStoreSiteMap%252FAllItems%252Easpx&wreply=https%3a%2f%2fsecurestore.lloyds.com%2f_trust%2fdefault.aspx)

