

Confidential

Annual subscriber application

The applicant must complete this form.

On completion, the form should be sent to the sponsor who should complete the 'Support for this Application' section. The form must be submitted by the sponsor by email to cameraroom@lloyds.com from the sponsor's usual business email address and **must include a passport style photo of the applicant**. Passes must be collected in person by the applicant from the Lloyd's Camera Room which is located on the Concourse Level of the Lloyd's Building and is **open daily Monday to Friday from 8.00am – 5.00pm**. To collect a pass, the applicant must produce their passport or photo driving license which must display the same name as on the form. Please allow five working days to create the pass. **A temporary pass may be issued pending consideration of any application. Retention of the pass is subject to Lloyd's acceptance of the applicant's Annual Subscriber application.**

Conducting Insurance Business

Any person who wishes to be admitted to the premises of the Society of Lloyd's to conduct insurance business such as, but not limited to, the underwriting, broking or placing of risks, reinsuring such contracts or determining or negotiating claims must be registered as an Annual Subscriber. An application to be registered as an Annual Subscriber and to be issued with an Annual Subscriber's pass must be made on this form. **Please note that incomplete forms will be rejected.**

Personal details	
Surname of Applicant:	
Forenames:	
Title:	Mr, Mrs, Ms, Miss
Date of Birth:	
Business details	
Name of Firm on whose behalf you will be conducting insurance business (the "Firm"):	
Nature of Firm's business:	Managing Agent Members' Agent Broker Others
If Other Please specify:	
Email:	

Have you ever been the subject of any disciplinary proceedings (whether by Lloyd's, the FCA or any other regulator, professional body or government body)?	Yes / No
Have you ever been convicted of any criminal offence (except spent convictions in accordance with Rehabilitation of Offenders Act 1974), whether or not in United Kingdom?	Yes / No
If you have answered "YES" to either of the above questions you <u>MUST</u> provide details on a separate email to cameraroom@lloyds.com	
Have you previously held an Annual Subscriber pass?	Yes / No
Year in which was last held:	
Pass number if known:	
Name of any previous Firm:	

Support for this application

The Council requires an application for registration as an Annual Subscriber to be supported by one person who must be a Member of Lloyd's or a Director, Partner, Company Secretary or Compliance Officer of a Managing Agent, Members' Agent or a registered Lloyd's Broker.

I support the application for registration as an Annual Subscriber and confirm that if this application is successful the applicant will conduct insurance business at Lloyd's on behalf of the firm. I agree to provide to Lloyd's such information about the applicant that Lloyd's may require.

Name:	Date:	Security Pass No:	Status : Main Board Director/ Member of Lloyd's/ Compliance Officer/ Company Secretary
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Undertaking by applicant

In consideration of my application for registration as an Annual Subscriber (under the Annual Subscribers Byelaw No 15 of 2000), I hereby undertake and agree:

- 1 That I shall be bound by the Lloyd's Acts 1871 to 1982, the byelaws, regulations and directions made there under and all requirements and conditions imposed and directions made under any such byelaw or regulation, all as amended from time to time;
- 2 I understand that the burden is on me to demonstrate to the Council that I am suitable to be registered;
- 3 In the event that this application is refused or in the event that my name is subsequently removed from the register of Annual Subscribers for whatever reason, I agree that I shall not prior to exhausting my rights of review or appeal as provided for by the Council of Lloyd's seek to exercise any other rights of review, appeal or action; and
- 4 That the information that I have given in this form is to the best of my knowledge and belief complete and accurate.

In the event that I am registered as an Annual Subscriber, I understand and agree that:

- 1 I must produce my Annual Subscriber pass when entering Lloyd's premises. The pass is personal to me and must not be lent, assigned or transferred to any other person. Any loss should be reported immediately to the Camera Room;
- 2 I am required to conform to the Market standards of dress and behavior;
- 3 I must ensure that myself and any other person that I bring into Lloyd's premises must comply with the current regulations and adhere to the emergency procedures;
- 4 Smoking and the consumption of food and drink are not permitted in the Room;
- 5 Lloyd's may at any time remove my name from the Register (and thereby require the return of my pass) if in the opinion of Lloyd's I am no longer suitable to be an Annual Subscriber or where Lloyd's considers that to be necessary to protect the interest of the Society;
- 6 I must not enter (or attempt to enter) Lloyd's premises during working hours under the influence of alcohol or any illegal drug and if I do I am liable to have my Lloyd's pass confiscated by security staff for return to my firm's Chairman or Chief Executive Officer;
- 7 Lloyd's may at any time remove my name from the Register of Annual Subscribers (and thereby require the return of my pass) if in the opinion of Lloyd's I am no longer suitable to be an Annual Subscriber or where Lloyd's considers that to be necessary to protect the interests of the Society;
- 8 I am required to act professionally and respectfully towards other users of Lloyd's premises at all times.

Privacy statement

All personal data disclosed in this application form (or otherwise collected by Lloyd's as part of the Annual Subscriber application process) will be processed by Lloyd's in accordance with its legal obligation under the Annual Subscribers Byelaw (No.15 of 2000) and the Data Protection Act 2018 to assess your application to be registered as an Annual Subscriber and to be admitted to Lloyd's premises to conduct insurance business.

In addition to the information you provide on this application form, Lloyd's may obtain information from third parties as part of its assessment of your application, including but not limited to your sponsor, other parties who may have information relevant to your application and regulatory bodies.

Lloyd's will hold your data in accordance with its internal Data and Document Retention Policy, and only for as long as is reasonably necessary for the purposes of your application, and compliance with the Annual Subscribers Byelaw (No.15 of 2000). For further information on how we process your personal data in this application form, please see our [Privacy Notice](#).

If you have any queries or wish to exercise any of your rights, please contact Lloyd's Data Protection Officer: data.protection@lloyds.com.

I confirm that I give Lloyd's my explicit consent to process any criminal convictions data I have disclosed as part of my Annual Subscriber Application.

Applicant Signature: 

Date:

For office use only	Security Pass No:	Processed by:	Checked By:	Date:
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