



LLOYD'S

COVERHOLDER REPORTING STANDARDS

REPORTING TO LLOYD'S SWITZERLAND



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www.lloyds.com/coverholderreportingstandards

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Disclaimer

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1 INTRODUCTION

1.1 INTRODUCTION TO THIS DOCUMENT

- > This document is designed to be read in conjunction with the Lloyd's Coverholder Reporting Standards User Guide
- > Full details of Lloyd's Coverholder Reporting Standards, including the User Guide, can be found here www.lloyds.com/coverholderreportingstandards

1.2 SUMMARY OF REPORTS REQUIRED

- > **In addition to any reports which the coverholder is required to submit to their brokers and Lloyd's syndicates in London**, the following is a summary of reports that are required by Lloyd's Switzerland:-

REF	REPORT NAME	FREQUENCY
SW01	Premium Report	Monthly
SW02	Claims Report	Monthly

2 REPORT DETAILS

2.1 WHO NEEDS TO REPORT TO LLOYD'S SWITZERLAND?

- > All coverholders located in Switzerland
- > All Swiss Open Market Correspondents (OMC)

2.2 WHY DOES LLOYD'S SWITZERLAND NEED THIS REPORT?

- > As a licensed insurer in Switzerland Lloyd's must comply with all the laws and regulations governing Swiss insurance; to ensure this can be done, all regulated Swiss insurance business must be reported to the Lloyd's Office in Zurich.
- > Lloyd's Switzerland settles stamp duty liabilities to the Swiss Federal Tax Administration <http://www.estv.admin.ch/index.html?lang=en>
- > This is necessary to ensure that Lloyd's continues to comply with Swiss legal requirements concerning the retention of records and the calculation of taxes.

2.3 WHEN SHOULD THE REPORT BE SENT TO LLOYD'S SWITZERLAND?

- > The premium and claims reports must both be provided monthly by the 3rd day of the month following receipt of the premium.
- > The premium report also needs to include details of cancellations, alterations, additional and return premiums.

2.4 WHAT FORMAT DOES LLOYD'S SWITZERLAND REQUIRE THE REPORT IN?

- > It is recommended that coverholders speak to their broker, their Lloyd's syndicates and to Lloyd's Switzerland to discuss any proposed formats for reporting.
- > If a template for reporting is required then Lloyd's Switzerland will be happy to provide this.

2.5 HOW SHOULD I SEND THE REPORT TO LLOYD'S SWITZERLAND?

- > Please Email reports to: maria.spiess@lloyds.com
- > If it is not possible to e-mail then please send hard copies of reports to the Lloyd's Switzerland office:
 - > Lloyd's Versicherer
Zweigniederlassung Zürich
Seefeldstrasse 7
8008 Zürich
Switzerland

3 LOCAL REPORT SPECIFICATIONS

The list of fields given below was current when this guide was produced and is provided for guidance only.

3.1 SW01 – PREMIUM MONTHLY REPORT

The list of fields below relates only to what you have to provide to Lloyd's Switzerland and does not include data that you are required to provide to London which you may prefer to combine into one report.

Field	Definition	Format	Conditions	Maps to Lloyd's Information Requirements Field
Swiss broker number-	The number allocated by Lloyd's Zurich to the Swiss broker (Coverholder).	Numeric	Mandatory	
Cover Number	The reference by which the binder agreement is known.	Text	Mandatory	CR0006 Agreement Number
Policy Number [Pol.No]	The unique reference for the risk, usually the certificate number.	Text	Mandatory	CR0029 Certificate Ref
Swiss Risk Type	The relevant code for the branch of insurance. A 4 figure code,	Numeric	Mandatory	
Name of the Insured	<i>The name and address of the insured:-</i> One of the following to be shown:- <ul style="list-style-type: none"> > The name of the company > The full name of the individual insured > Where the first name is shown separately, the last name of the insured or reinsured Where the name of the insured/reinsured is not known a code to uniquely identify them should be supplied instead, where appropriate.	Text	Mandatory	CR0035 Insured or Reinsured Full Name
Insured Address	The full address for the insured, or for reinsurance the full address of the reinsured. This should be where the insured/reinsured is resident, if they are a private individual, or has its main operating address, if it is a corporate body.		Mandatory	CR0038 Insured or Reinsured Address
Insured Canton	The Canton in which the insured or reinsured is resident	Text	Mandatory	CR0039 Insured or Reinsured Country Sub-Division
Insured Postcode	The postcode for the insured or reinsured, where they are resident	Text	Mandatory	CR0040 Insured or Reinsured Postcode
Insured or Reinsured Country	The country in which the insured or reinsured is resident.	Text	Mandatory	CR0041 Insured or Reinsured Country
Location of risk	The full address of the risk.		Mandatory when risk located outside Switzerland	Location of risk address CR0046

Field	Definition	Format	Conditions	Maps to Lloyd's Information Requirements Field
Canton [CT]	The canton where the risk is located	Text	Mandatory	CR0039 Country, Sub-division: State, Province, Territory, Canton etc.
Country of risk	The country where the risk is located.		Mandatory when risk located outside Switzerland	Country of risk CR0050
Inception Date	The inception date of the risk; the date on which coverage starts.	Date	Mandatory	CR0030 Risk Inception Date Or Effective date of endorsement CR0057
Expiry Date	The expiry date of the risk; the date on which coverage ends.	Date	Mandatory	CR0031 Risk Expiry Date Or Expiry date of endorsement CR0058
Gross Premium Amount	The total gross premium which is being paid, that is the sum of premiums being paid as instalments before any additions or deductions. This should be expressed in the original currency. Any premiums for endorsements should be excluded.	Numeric, 2 decimal places	Mandatory	CR0021 Total gross premium, sum of instalments in original currency of premium payment
Stamp Duty Amount	The total tax liability for the stamp duty against the premium amount being reported. The amount should be expressed in the original currency of the premium.	Numeric, 2 decimal places	Mandatory	CR0083 Tax Amount
Sum Insured	The total amount of the sum insured expressed in the sum insured currency. This should be the sum insured which is most applicable to this binder.	Numeric, no decimal places	"Fire" types only	CR0052 Sum Insured Amount
Fire charge amount	The total tax liability for the fire charge against the premium amount being reported. The amount should be expressed in the original currency of the premium.	Numeric, 2 decimal places	"Fire" types only	CR0083 Tax Amount
Commission %	The commission taken by the coverholder expressed as % of the gross premium in the original currency.	Numeric, 2 decimal places	Mandatory	CR0061 Commission %
Commission [Comm.]	The commission taken by the coverholder expressed as an amount in the original currency	Numeric, 2 decimal places	Mandatory	CR0062 Commission Amount
Underwriting Year	Lloyd's year of account in which the binding authority was incepted.	Text	Mandatory	CR0010 Year of Account
Original Currency	The original currency in which the premium was paid.	Text	Mandatory	CR0020 Original Currency
Rate of Exchange	Rate of exchange between the Original Currency and Swiss Francs.	Numeric, 4 decimal places	Mandatory for when Original Currency other than Swiss Francs	CR0067 Rate of Exchange

3.2 SW02 – CLAIMS MONTHLY REPORT

The list of fields below relates only to what you have to provide to Lloyd's Switzerland and does not include data that you are required to provide to London which you may prefer to combine into one report.

Field	Definition	Format	Conditions	Maps to Lloyd's Information Requirements Field
Swiss broker number-	The number allocated by Lloyd's Zurich to the Swiss broker (Coverholder).	Numeric	Mandatory	
Cover Number	The reference by which the binder agreement is known.	Text	Mandatory	CR0006 Agreement Number
Policy Number [Pol.No]	The unique reference for the risk, usually the certificate number.	Text	Mandatory	CR0029 Certificate Ref
Swiss Risk Type	The relevant code for the branch of insurance. A 4 figure code,	Numeric	Mandatory	
Name of the Insured [Assured]	One of the following to be shown:- > The name of the company > The full name of the individual insured > Where the first name is shown separately, the last name of the insured or reinsured Where the name of the insured/reinsured is not known a code to uniquely identify them should be supplied instead, where appropriate.	Text	Mandatory	CR0035 Full Name, Last Name or Company Name
Underwriting Year	Lloyd's year of account in which the binding authority was inceptioned.	Text	Mandatory	CR0010 Year of Account
Claim Reserve	The amount outstanding which the coverholder or TPA still expects the Lloyd's syndicate to pay out in respect of claim or claim item.	Numeric, 2 decimal places	Mandatory	CR0130 Reserve Indemnity
Claim Paid	The amount of claim that is to be collected from the Lloyd's syndicate this month.	Numeric, 2 decimal places	Mandatory	CR0126 Paid this month indemnity
Partial Payment	P = Partial payment F = Final payment	Text	Mandatory	
Payment Method	1 = Broker 2 = Direct from London	Text	Mandatory	
Inception Date	The inception date of the risk; the date on which coverage starts.	Date	Mandatory	CR0030 Risk Inception Date Or Effective date of endorsement CR0057
Date of Event	The date the loss occurred or the policy was triggered according to the policy terms.	DD/MM/YY	Mandatory	Date of Loss CR0119
Date of Advice	The date that the insured first notified the claim.	DD/MM/YY	Mandatory	CR0121 Date Claim made
Original Currency	The currency in which the claim will be paid to the claimant	Text	Mandatory	Original currency CR109
Rate of exchange	Rate of exchange between the Original Currency and Swiss Francs	Numeric, 4 decimal places	Mandatory for when Original Currency other than Swiss Francs	Rate of exchange CR0111