

Branch applications

Branch Registration Process

As confirmed at the DA Townhall on Friday 22nd July 2016, today we are officially launching the new branch registration process.

This memo is specifically designed for the market to explain the new branch registration process.

The aim of the registration process is to remove duplication from the market and make it easier for our coverholder's to do business with Lloyd's.

To confirm, the branch office must still be the same legal entity and have the same legal name as the already approved office.

The process for Lloyd's business

If the branch office meets the following criteria then the branch application will fall under the new registration process:

- The business to be written is under an existing binder to Lloyd's;
- The branch is in the same domicile as the already approved office;
- The branch office operates off the same systems that links into the already approved office;
- The management policies, processes, procedures and oversight regime are the same as the already approved office;
- The existing bank accounts, under a Lloyd's binder, are being used;
- The branch is writing under the same (or lower) underwriting or claims authority as the already approved office;
- The branch is writing business in the same regions as the already approved office (Please note we will still require the additional regional information for Australia, Canada, Switzerland and USVI);
- The E&O Policy for the already approved office covers this branch office.

The process for Lloyd's Insurance Company (LIC) business

If the branch office meets the following criteria then the branch application will fall under the new registration process:

- The business to be written is under an existing Coverholder Appointment agreement (CAA) to Lloyd's Insurance Company;
- The branch is in the same domicile as the already approved office;
- The branch office operates off the same systems that links into the already approved office;
- The management policies, processes, procedures and oversight regime are the same as the already approved office;
- The existing bank accounts, under a Lloyd's Insurance Company CAA, are being used;
- The branch is writing under the same (or lower) underwriting or claims authority as the already approved office;
- The branch is writing business in the same regions as the already approved office (Please note we will still require the additional regional information for Switzerland);
- The E&O Policy for the already approved office covers this branch office;
- Business will not be bound in territories where Lloyd's Insurance Company is not licensed;
- The Lloyd's Insurance Company reporting requirements will be adhered to – including the use of DA SATS to submit bordereaux;
- All claims and complaints handling will be carried out by individuals permitted to do so in the territories where business is bound;
- We require documentation to evidence that the Coverholder's sanction checks meet local regulatory requirements – their internal sanctions policy or an internal procedure document for example.

Additional information

The branch application is still required to be submitted via Atlas; however, we will not require a decision paper or letter of support from the managing agent. A comment on Atlas, from the MA, confirming the branch falls under the above criteria and they are happy to sponsor the branch is now sufficient.

Once the application is submitted to the Lloyd's DA Team, we will notify the relevant country manager and then register the branch within 24 hours of submission.

Please note, if the branch is domiciled in Canada then the following additional information is required:

- Province(s) the coverholder will be writing business in;
- Key staff – Please provide confirmation the compliance officer, person with overall responsibility of that branch, underwriting manager and claims manager.
- For the branches where a Canadian extension is being requested please provide the licenced loss adjuster to be used.
- For the branches where a Canadian extensions is being requested please provide Licenced intermediary to be used;

As a result these will not fall under the new registration process but we will aim to approve these within 72 hours due to local requirements.

If the branch is also requesting a regional extension to Australia, Hong Kong, Israel, New Zealand, Singapore, Switzerland and USVI or U.S.A on an admitted based, then the additional regional

extension information is still required. Therefore the application will not fall under the registration process.

Please note, the Lloyd's DA Team, will no longer be reviewing the branches under the registration process. It is the managing agent's responsibility to ensure the branch falls under the registration criteria.

If the branch office does not fit one or more of these criteria, then a normal branch application will need to be submitted with a decision paper from the managing agent. However, we will look to process these within 5 working days.

To enable the Lloyd's DA Team to adhere to this target deadline, the country managers/Lloyd's office must be notified of the branch application prior to the application being submitted to us. If they are not notified of the branch prior to submission then we cannot guarantee the 5 day service standard.

Process for the market

- **A branch application form will need to be submitted via Atlas as normal;**
- **Managing agent must provide a comment, on the application form on Atlas, confirming the registration criteria is met and you are happy to sponsor the application;**
- **If the branch office doesn't fall under the registration criteria, a streamline decision paper is submitted along with the application on Atlas;**
- **If the branch office doesn't fall under the registration criteria the broker or managing agent engages with the local Lloyd's office and notifies them of the branch office application.**