

**FROM:** Head, Market Reporting  
**LOCATION:** 86/G5  
**EXTENSION:** 5129  
**DATE:** 26 February 2003  
**REFERENCE:** Y3000  
**SUBJECT:** 2002 SYNDICATE REPORT AND ACCOUNTS  
**SUBJECT AREA(S):**  
**ATTACHMENTS:**  
**ACTION POINTS:** Managing agents to note the arrangements for submitting the 2002 syndicate annual report and accounts in PDF file format  
**DEADLINES:** **31 March 2003 mid-day – submission of syndicate report and accounts in PDF file format via the market returns website**

Managing agents were notified in Market Bulletin Y2956, dated 23 December 2002, that in addition to the normal hardcopy submissions, they would also be required from this year to submit their syndicate annual report and accounts in electronic PDF file format. This bulletin provides details of the arrangements for submission.

The PDF files will be collected via the Market Returns Website and should be posted by mid-day on the 31 March 2003. Further detailed arrangements will be posted over the website in the near future. Agents will need to have access to Adobe Acrobat current version 5.0 in order to convert or scan their files into PDF format. If a managing agent believes that it will have difficulty in converting its report and accounts to PDF file format for any reason then it should contact Market Reporting by 14 March 2003 to discuss how this can be achieved.

Any queries relating to this market bulletin should be addressed to Neil Wells (ext 6701) of Market Reporting. This bulletin has been sent to all managing agents, direct corporate members, recognised accountants and market associations.

John Parry