

FROM: Manager, Information Services, Members Services Unit
LOCATION: CH/L3
EXTENSION: 2410
DATE: 6 May 2003
REFERENCE: Y3055
SUBJECT: INITIAL NOTIFICATION FOR 2004 REGISTER OF AGENTS' CHARGES
SUBJECT AREA(S):
ATTACHMENTS:
ACTION POINTS: **All agents to note deadline**
DEADLINE: **FRIDAY 23 MAY 2003**

Under paragraph 12 of the Agency Agreements Byelaw (No.8 of 1988) it is a requirement that a central file of underwriting agents' charges be maintained. This task is the responsibility of the Members' Services Unit (MSU). Agents should note that the deadline by which they should notify MSU of their proposed charges for the year 2004 is 23 May 2003, as detailed in the Lloyd's Business Timetable.

By the deadline MSU will require agents to either confirm their 2004 charges where these have been fixed, or advise where the outcome of an application to increase charges is outstanding.

A schedule detailing the procedure for submitting an entry to the Register of Agent's Charges is attached and hard copies of all relevant forms will be distributed to agents today.

The charging details supplied will be used to compile the Register of Agents' Charges 2004, which will be issued in June 2003. The cost of the hardcopy publication will be £20 and the electronic version will be £23.50 (inc. VAT) per copy.

Please complete the attached order form confirming to whom the Register should be sent, what version (hardcopy / electronic) is required. The electronic version will be in Microsoft Access 97.

Throughout the year amendments may be made to the Register and, as a matter of course, these updates will be despatched to all customers.

If you have any queries on the content of this Market Bulletin please contact Anita Wallace on extension 2057.

Clive Wormald
Manager
Information Services - MSU

Procedure for submitting details to the Register of Agents' Charges

Charges unchanged for year 2004

- a) If charges are to remain unchanged for the year 2004, **please delete item (b)** on the 2003 Register, sign and return to the MSU
- b) Any changes to the special exemptions given to different Members' agents/and or groups of members should be detailed on the year 2004 forms. Please sign and return to the MSU.

Charges to change for year 2004

- a) If awaiting approval from Lloyd's, **please delete item (a)** on the 2003 Register, sign and return to the MSU.
- b) Where Lloyd's has given approval for an increase in charges, please complete and sign the attached relevant forms for the year 2004 and return to the MSU.

Please return all relevant forms to:

Anita Wallace
Information Services
MSU
CH/L3

The Admissions Department, will notify the MSU of any approval/refusals that are granted after the deadline date prescribed. The MSU will in turn issue the relevant forms to the Agent for completion, in order to update the Register accordingly.

LLOYD'S

Anita Wallace
MSU Information Services
Lloyd's
CH/L3

Telephone 01634 392057
Facsimile 01634 392211

Register of Agents' Charges 2004

Please supply _____ hardcopy at £20.00 per copy
_____ electronic version at £20.00+£3.50 VAT = £23.50 per copy

Version(s) required

NAME (For the Attention of):

MARKET MAIL ADDRESS (Only applicable if electronic version requested):

ORGANISATION:

ADDRESS:

TELEPHONE NO:

SIGNATURE:

DATE:

PAYMENT

I enclose a cheque for £ made payable to "THE CORPORATION OF LLOYD'S"