

FROM: Head, Market Reporting
LOCATION: 86/GY5
EXTENSION: 5129
DATE: 6 October 2003
REFERENCE: Y3154
SUBJECT: SYNDICATE RETURN WORKSHOPS
ATTACHMENTS: Booking form
ACTION POINTS: COMPLETE BOOKING FORM
DEADLINE: 17 October 2003

I am writing to confirm the arrangements for the workshops in December.

There will be two workshops on the syndicate and FSA returns and two workshops on the annual accounting return. The workshops will provide a review of the 2003 return, highlighting and explaining any differences with the 2002 return, and illustrating, with a worked example, the main areas to watch.

There are two dates for each workshop as follows:

Subject	Venue	Date	Time
Syndicate and FSA returns	The Old Library	Wednesday 3 December	09:00 – 12:30
Annual accounting return	Training Centre – Gallery 7	Tuesday 16 December	09:00 – 12.30
Syndicate and FSA returns	Training Centre – Gallery 7	Wednesday 17 December	09:00 – 12:30
Annual Accounting return	Training Centre – Gallery 7	Friday 19 December	09:00 – 12:30

The workshop on Wednesday 3rd December will be held in the Old Library and the workshops following will be held in the Conference Room of the Lloyd's training centre, Gallery 7. The conference room holds 70 people therefore there will be places for two people from each managing agent or audit firm for the syndicate return workshop and two people from each managing agent and audit firm for the annual accounting return workshop. Places

on the workshops will be allocated on a “first come, first served” basis. Agents delaying responding to this bulletin may therefore find that their delegates do not have a choice as to which session they attend.

If delegates need a pass to enter the 1986 building please tick the appropriate box on the booking form.

If you do not wish to attend the workshops but do want to receive hardcopies of the presentations and worked example, then please complete the third section of the attached booking sheet.

If you have any enquiries about the content of this letter please contact Robert Smith (020 7327 5459).

This bulletin has been sent to all managing agents and recognised auditors.

John Parry

FAX

To Janice Sinclair (Market Reporting)

Fax No: 020 7327 6178

From: _____

Tel No: _____

Managing Agent: _____

Fax No: _____

SYNDICATE RETURN WORKSHOPS

Syndicate and FSA returns workshops			
	Preferred date (please tick one per delegate)		Please tick if Lloyd's pass required?
Delegate name	Wednesday 3 December am	Wednesday 17 December am	
1.			
2.			

Annual accounting return workshops			
	Preferred date (please tick one per delegate)		Please tick if Lloyd's pass required?
Delegate name	Tuesday 16 December am	Friday 19 December am	
1.			
2.			

If you do not wish to attend any of these workshops but would like to receive copies of the presentations and worked examples please tick this box.	
---	--

Please return completed form to Janice Sinclair by Friday 17 October 2003