

**FROM:** Manager, Market Services, Facilities  
**LOCATION:** 86/714  
**EXTENSION:** 5080/6300  
**DATE:** 12 January 2004  
**REFERENCE:** Y3235  
**SUBJECT:** **2004 SECURITY PASS ARRANGEMENTS**  
**SUBJECT AREA(S):**  
**ATTACHMENTS:**  
**ACTION POINTS:** **Collection of Working Members' (Lloyd's Names) Passes**  
**DEADLINE:** **End of February 2004**

**2003 Security passes will not be valid after the end of February 2004. The following arrangements will apply for collection of new passes.**

### **WORKING MEMBERS**

New passes will be available for Working Members (who have not been notified of the cessation of their membership to take effect before or by 31 December 2003) from the Camera Room, Concourse level, 1986 Building from **Monday 12 January 2004.**

**Individuals who have been notified of the cessation of their membership to take effect before or by the 31 December 2003, who will still require access to Lloyd's buildings, and are employed by an Underwriting Agent or Lloyd's Broker, are advised to apply immediately for a new category of pass.**

### **EXTERNAL MEMBERS**

New passes are being produced and will be sent out to Members' Agents in the near future, for forwarding on to Members.

**ALL OTHER CATEGORIES**

Annual Subscribers (silver), Non Insurance Representatives (blue) and Non-Underwriting Working Members (gold) passes will be sent out to individual companies for distribution, after full payment has been received.

Should you have any questions or require further details on the different categories of pass, please contact Veda Kistnen on extension 5080. Any queries relating to membership cessation should be directed to Sharon Rogers on extension 5233 in the Members' Services Unit

**FRANCHISOR PASSES**

Franchisor Managers have confirmed details of passes required for 2004 and these are currently being issued.

This bulletin is being sent to Managing/Members' Agents/Brokers/Compliance Officers and Underwriters.

Bob McGowan  
Manager  
Facilities Services.