

FROM: Manager, Broker Services
LOCATION: G5/86
EXTENSION: 5807
DATE: 9 February 2004
REFERENCE: Y3245
SUBJECT: BROKER ACCREDITATION
SUBJECT AREA(S): Timely provision of information to Lloyd's Broker Services Department
ATTACHMENTS:
ACTION POINTS: **Broker compliance officers to note requirements of accreditation**
DEADLINE:

Lloyd's brokers are reminded of their obligation, under the Lloyd's Brokers byelaw No 17 of 2000, to notify Lloyd's Broker Services department of all material changes to their business.

Material changes include:

- changes to company name and/or address;
- changes to main board directors and compliance officers; and
- the level of professional indemnity cover.

Brokers should inform Lloyd's Broker Services department of these changes at the time they occur, not when they are requested to provide information for the purposes of annual review or re-accreditation.

This bulletin has been sent to all accredited and provisionally accredited Lloyd's brokers.

Kevin Reeves
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Admissions, Risk Management