

**FROM:** MANAGER, SETTLEMENT AND TRUST FUND  
OPERATIONS  
**LOCATION:** STFO/CH/L4  
**EXTENSION:** 2098  
**DATE:** 13 April 2004  
**REFERENCE:** Y3291  
**SUBJECT:** DELIVERY OF INSTRUCTIONS TO STFO  
**SUBJECT AREA(S):**  
**ATTACHMENTS:** DOCUMENTS MENTIONED IN BULLETIN  
**ACTION POINTS:** ALL RECIPIENTS TO NOTE CONTENTS  
**DEADLINE:** IMMEDIATE

Approximately three and a half years have elapsed since we last issued managing agents with guidelines covering the delivery of payment instructions to STFO. It is becoming increasingly apparent that, with the passage of time, these guidelines are no longer being universally observed.

The purpose of this bulletin therefore, is to bring to the attention of managing agents the correct payment forms to complete, and the cut off times that must be adhered to if payments are to be made for the correct value date.

Attached to this bulletin are samples of a Third Party Payment Form (Appendix A), and an Internal Cash Transfer Form (Appendix B). These documents have been specifically designed to prompt the supply of all necessary payment instructions required by the banks, and to enable STFO staff to input the information into our various payment systems without any misinterpretation. Managing agents should be aware, therefore, that payment instructions given to STFO in any other format may be subject to delay and, in extreme cases, may not be processed at all.

Payment instructions can still be delivered to STFO via facsimile transmission to 01634 392800, but such instructions MUST be followed up by original documentation clearly marked "Confirmation of Faxed Instruction". Non compliance to this request may result in the fax service being withdrawn.

I should like to take this opportunity to remind you that STFO have to operate within specific deadlines imposed upon us by the banks with whom we deal. I have therefore attached an updated version of our delivery timetable, (Appendix C) compliance with which is the only way to ensure that your payment requests are processed for correct value.

May I also remind managing agents that Mutual Fund Purchase Settlement Order Forms must clearly state the full name of the mutual fund being purchased, e.g. Wellington Short Term Bond Fund, or Short Term Investment Company (Global Series), so save possible confusion over similarly named funds.

If you have any questions regarding the content of this bulletin, please telephone one of the following: -

David Whitby	Lloyds extension 2206
Donna Caddy	Lloyds extension 2693

Or myself on Lloyds extension 2098.

This bulletin has been sent to managing agents and investment advisors.

Ian Wootten  
Manager  
Settlement & Trust Fund Operations

**LLOYD'S****THIRD PARTY PAYMENT**

**TO: STFO/CH/L4**  
**FACSIMILE 01634 392800**

Lloyd's is entitled to assume that these instructions have been given on behalf of the Managing Agent set out below by (an) authorised person(s) and will not be responsible for any loss (whether direct or indirect) which may be incurred as a result of this transfer being input to the relevant bank by Lloyd's

VALUE DATE \_\_\_\_\_  
 CURRENCY USD/CAD  
 TRUST FUND TO BE DEBITED LATF/LDTF/LCTF

PLEASE DEBIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

PLEASE CREDIT

AMOUNT	
BENEFICIARY ACCOUNT NAME	
BENEFICIARY ACCOUNT NUMBER	
BENEFICIARY BANK NAME	
BENEFICIARY BANK ADDRESS	
BENEFICIARY BANK CODE	
INTERMEDIARY BANK NAME	
INTERMEDIARY BANK ADDRESS	
INTERMEDIARY BANK CODE	
DETAILS OF PAYMENT	

CONTACT NAME \_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_

MANAGING AGENT \_\_\_\_\_

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

REPRESENTATIVE OF THE AGENT



**INTERNAL CASH TRANSFER**

**TO: STFO/CH/L4  
FACSIMILE 01634 392800**

Lloyd's is entitled to assume that these instructions have been given on behalf of the Managing Agent set out below by (an) authorised person(s) and will not be responsible for any loss (whether direct or indirect) which may be incurred as a result of this transfer being input to the relevant bank by Lloyd's

VALUE DATE \_\_\_\_\_  
 CURRENCY USD/CAD  
 TRUST FUND TO BE DEBITED LATF/LDTF/LCTF

PLEASE DEBIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

PLEASE CREDIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

DETAILS OF PAYMENT \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 CONTACT TELEPHONE NUMBER \_\_\_\_\_  
 MANAGING AGENT \_\_\_\_\_

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

REPRESENTATIVE OF THE AGENT

**APPENDIX C – TIMETABLE FOR DELIVERY OF INSTRUCTIONS TO  
SETTLEMENT & TRUST FUND OPERATIONS**

Canadian Managing Agents	Cheques for paying into Canadian Trust Funds	08.30 coach (will be given value when cheque clears)
US Managing Agents	Cheques for paying in to US Trust Funds (LATF, LDTF)	If cheque is drawn on London, 08.30 coach for same day value, otherwise up to two days
	Mutual Funds: AIM Global (STIC)	Via Fax BEFORE 11.00am for same day value.
	Mutual Funds:- Wellington Short Term Bond Fund	Via fax BEFORE 11.00 on day before settlement date
Canadian & US Managing Agents	Internal Cash Transfers & Third Party Payment Requests (LATF, LDTF, LCTF)	17.30 coach, day before value date or via fax BEFORE 12.00 for same day value

Please note that items arriving in S.T.F.O. after the deadlines shown above will be processed for the next available value date by S.T.F.O. unless specific alternative arrangements have been made.

All items forwarded to S.T.F.O. via facsimile transmission must be followed by the original documents clearly marked "CONFIRMATION OF FAXED INSTRUCTION".

Please note that items to be placed on the 08.30 coach should be delivered to the London Market Document Centre (formerly LPSO London Barrier) by 08.15am.

All items for delivery to Settlement & Trust Fund Operations must be addressed as follows:

INTERNAL MAIL

Settlement & Trust Fund Operations  
CH/L4

EXTERNAL MAIL

Corporation of Lloyd's  
Settlement & Trust Fund Operations  
Gun Wharf  
Dock Road  
Chatham Kent  
ME4 4TU

FACSIMILE: 01634 392800