

## *Market Bulletin*

**LLOYD'S**

One Lime Street London EC3M 7HA

**FROM:** Head, Market Reporting  
**LOCATION:** 86/GY5  
**EXTENSION:** 5129  
**DATE:** 28 September 2004  
**REFERENCE:** Y3397  
**SUBJECT:** SYNDICATE RETURN WORKSHOPS  
**ATTACHMENTS:** Booking form  
**ACTION POINTS:** COMPLETE BOOKING FORM  
**DEADLINE:** 22 October 2004

I am writing to confirm the arrangements for the syndicate return workshops to be held in December 2004.

This year, there will be three workshops. Each workshop will be a 'combined' workshop dealing with the syndicate, annual accounting and FSA returns. Each workshop will provide a review of the 2004 return, highlighting and explaining any differences with the 2003 return, and illustrating, with a worked example, the main areas to watch.

There are three dates for the workshops as follows:

Venue	Date	Time
Old Library	Thursday 2 December	09.15 – 12.00
Old Library	Friday 10 December	09.15 – 12.00
Old Library	Monday 13 December	09.15 – 12.00

Accommodation at each of the workshops is limited and therefore there will be places for two people from each managing agent or audit firm for the 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 final section of the attached booking sheet.

If you have any enquiries about the content of this letter please contact Janice Sinclair (020 7327 6440).

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: \_\_\_\_\_

Managing Agent/Auditor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SYNDICATE RETURN WORKSHOPS**

Delegate name	Preferred date (please tick one per delegate)			Please tick if Lloyd's pass required
	2 Dec	10 Dec	13 Dec	
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 22 October 2004**