

FROM: Head, Market Reporting EXTN: 5129  
DATE: 26 November 2004 REF: Y3437  
SUBJECT: **2004 SYNDICATE REPORT AND ACCOUNTS AND PERSONAL  
ACCOUNT DATA**

SUBJECT AREA(S):

ATTACHMENTS:

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ACTION POINTS: **Managing agents to note the deadlines relating to the 2004 syndicate annual report and accounts and DD files**

DEADLINE(S): **11 March 2005 - submission of DD files to MSU  
17 March 2005 - submission of auditor's report on DD files and statement of managing agent's responsibilities to MSU  
24 March 2005 - filing of syndicate annual reports with Lloyd's and despatch to members' agents/capital providers**

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This bulletin sets out the annual deadlines relating to the submission of syndicate annual reports and related submissions. Managing Agents should note that since the Related Parties Byelaw was revoked on 1 January 2004, related party and service company issues are being dealt with through the business planning arrangements for the 2004 year of account. The definition of related party is now set out in the guidance notes attached to Market Bulletin Y3359 issued on 23 July 2004.

#### Despatch date for syndicate annual report and accounts

Thursday 24 March 2005 has been prescribed as the date by which managing agents must despatch their syndicate annual report and accounts to each underwriting member and members' agent. Two copies of the syndicate annual report and accounts must also be sent by 24 March 2005 to:

Paul Tucknott  
Market Reporting  
Gallery 5  
Lloyd's 1986 Building

Managing agents must ensure that one copy of the accounts submitted to Lloyd's contains original signatures of the active underwriter or run-off manager and at least one director. In order to facilitate the earlier dissemination of reporting data to interested parties, including the FSA, managing agents are also asked to submit their accounts in a PDF electronic file format via the Market Returns website. These files should be submitted with the file convention format 'xxxx.pdf', where xxxx is the syndicate number. These must also be submitted by 24 March 2005.

Managing agents are also requested to complete and submit the attached form which verifies that the electronic PDF file version of the 31 December 2004 syndicate annual report and accounts submitted via the Market Returns website is identical to the signed hardcopy submitted to Market Reporting. The verification must be completed in respect of every syndicate for which the managing agent prepares an annual report and accounts and must be signed by either the Compliance Officer or a Director of the managing agent. The form must be submitted in hard copy to the address indicated at the bottom of the form.

Submission to Lloyd's of audited personal account data (Distribution Data (DD) files)

In order for the MSU to prepare members' consolidated personal account files, Friday 11 March 2005 is the prescribed date by which managing agents must submit their DD files to MSU. The auditor's report together with the statement of managing agent's responsibilities must be submitted to MSU by Thursday 17 March 2005.

Any queries relating to this market bulletin should be addressed to Paul Tucknott (ext 6169) of Market Reporting ([paul.a.tucknott@lloyds.com](mailto:paul.a.tucknott@lloyds.com)). This bulletin has been sent to all underwriting agents, direct corporate members, recognised accountants and market associations.

John Parry

Head  
Market Reporting

**SYNDICATE ANNUAL REPORT AND ACCOUNTS  
31 DECEMBER 2004**

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Syndicate No. ....

Managing Agent: .....

In respect of the above syndicate:

I confirm that the version of the 31 December 2004 syndicate annual report and accounts submitted to Lloyd's in electronic PDF file format, via the Lloyd's Market Returns Website on or before 24 March 2005, is identical to the hardcopy signed version of the syndicate annual report and accounts submitted to Lloyd's Market Reporting Department on or before 24 March 2005.

Signed.....

Director / Compliance Officer

Name .....

(Block capitals)

Date .....

**This form is to be signed and dated by a Director or compliance officer and returned to Paul Tucknott, Market Reporting, 1986 Building/G5, 1 Lime Street, London, EC3M 7HA, by Thursday 31 March 2005.**