

FROM: Manager, Overseas Reporting, Market Reporting EXTN: 5490

DATE: 22 December 2004 REF: Y3471

SUBJECT: **US Reporting: Schedules F & P**

SUBJECT AREA(S): As above

ATTACHMENTS: None

ACTION POINTS: **Please note the contents**

DEADLINE(S): **For immediate attention**

I am writing to advise you that the electronic Schedules F & P reporting packs for the 2004 annual return to the New York Insurance Department (NYID) are now available for collection from the Market Reporting web-site.

As you know, the annual returns have to be filed within 60 days of the year-end with the NYID and I would remind agents that this deadline has to be complied with strictly to ensure that Lloyd's meets its US reporting requirements. The timetable for the 31 December 2004 filing is detailed below:

	<u>Key Date</u>
Provision of system and data by Market Reporting to managing agents via the Market Reporting web-site. Agents should download the system/data and supporting documentation from the web site.	22 December 2004
Submission of amended electronic packs (due to be submitted to Market Reporting at the same time as the main US reporting packs).	11 February 2005
Provision of final signed and notarised reporting packs by managing agents (Schedules F & P to be included with the main US reporting pack).	18 February 2005
All syndicate packs to be despatched to New York by Market Reporting for filing with NYID	22 February 2005

The instructions to assist agents with the completion of the Schedule F and P packs were issued on the 25 November 2004 (Market Bulletin Y2922). A final LORS code set will be sent out on 7 February 2004 which you will need to load into the F & P system in order to lock your packs. Please would you ensure that any queries you have regarding LORS codes are raised two working days before this date so that any additions to the LORS code set that are needed will be included in this final list.

If you have any further queries regarding this return please contact David Cokayne (ext 6238), Julie Fox (ext 6891) or contact me.

Leslie Redmond
Manager, Overseas Reporting
Market Reporting