

# MARKET BULLETIN

**From** Head of Property Services

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**Date** 1 December 2006

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**Reference** Y3910

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**Subject** ANNUAL REVIEW OF SECURITY PASSES

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**Subject areas**

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**Attachments**

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**Action points**

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**Deadlines**

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## ANNUAL REVIEW OF SECURITY PASSES

The annual review of cardholders will commence in December 2006. This review will encompass security passes held by the Lloyd's Market, Tenants, associated companies and the Franchisor.

### What has changed since the previous review?

- As noted in the previous Market Bulletin Reference Y3751, passes will not be issued at the start of 2007 as long as the details of the user remain valid.
- Companies will be invoiced for the number of passholders in the year up to the cut-off point of 30 November 2006, and will be asked to amend their user list for those who require access in 2007.
- The administration charge will remain at the 2006 level.
- Invoices are to be paid by 15 January 2007.
- 31 January 2007 will be the last day that 2006 authorised passes will be acceptable, which will include removing barrier access from the 1986 building.

All companies must ensure that they collect any leavers' passes and return them immediately to Pass Administration so that they are deactivated and destroyed.

**Further information**

Please contact Pass Admin on extensions 5080/6300 or email:  
[bob.mcgowan@isscoflex.com](mailto:bob.mcgowan@isscoflex.com)

John Mitchell