

MARKET BULLETIN

REF: Y4094

Title	2005 Account Syndicate Results Collection
Purpose	To advise of changes to the data requirements for submission of year-end results files to Market Services
Type	Scheduled
From	Christine Allcott, Manager, Market Services Contact details: +44 01634 392433
Date	12 December 2007
Deadline	N/A
Related links	N/A

This bulletin is intended to provide information regarding the collection of syndicate results in respect of the 2005 year of account.

1. Exchange Rates and Data Checking

Consistent with the treatment of the 2004 account, all Distribution Data (DD) files must be prepared using the same exchange rates that are used within the syndicate underwriting year accounts. This will allow much greater clarity for members when validating their Consolidated Personal Accounts (CPA) against their underwriting year accounts.

The DD files should be prepared on the same basis as the form AR102. Market Services will utilise the AR102 to check the returns wherever possible, and agents will be required to provide an explanation for any discrepancies.

As a result of the change to the calculation of Non-Distribution (ND) amounts (see part 3 below), any agents using the interest calculated by Market Services will need to include the total value within line 3 (unpaid cash calls) of AR215.

2. Cash calls on Run-off Syndicates within DD files

In principal, Market Services will process cash calls as part of the DD file process. However, in certain circumstances, run-off syndicates making cash calls via the DD files can cause a

disproportionate amount of manual work in respect of processing SRF transactions. Consequently, spread syndicates are advised that where there has been a call submitted under transaction code RX04 (distribution amount) which exceeds the total declared result, the DD file will not be accepted. In such cases, the cash call must be submitted outside the DD process, i.e. by submitting a separate cash call statement with a due date of the end of June.

3. File Specifications – Members and Managing Agents

Following consultation with managing agents this year, as advised in Market Bulletin [Y4069](#), Market Services will calculate interest on late payment for all syndicates. Therefore, changes have been made to the ND file specification to reflect this.

ND Files

As interest is now being calculated by Market Services, the codes for interest on late payment (ND01 and ND15) have been removed from the specification. The final Members' Special Contribution (MSC) refunds were made in 2004 and consequently, code ND16, profit commission adjustments for MSC refunds, on outgoing files to members' agents has also been removed. This means the only codes remaining for use in ND files are

- ND07 Personal exchange rate adjustments
- ND08 Prior year adjustments
- ND09 Sundry adjustments

If you have any queries about where a particular expense should be coded, please contact Graham Bonner (graham.bonner@lloyds.com, telephone 01634 392056).

DD files

As mentioned above, the final year for MSC refunds was 2004. Therefore, the code used for reporting MSC when additional profit commission has been calculated (RX72), has now been removed.

As a reminder, RX75 (Result for Profit Commission) should continue to be reported as THE TOTAL COMMISSIONABLE RESULT **BEFORE** THE APPLICATION OF ANY DEFICITS BROUGHT FORWARD.

For example, if a syndicate has a commissionable result (RX75) of £1000, deficit brought forward (RX71) of (£300) and a profit commission (PC) rate of 15% then the numbers should be input on the DD File as follows:-

RX75	£1,000
RX71	(£ 300)

PC (RB07)	£ 105 (15% of £700)

This will allow the correct treatment of the profit commission calculations on the CPA. Agents should ensure that their systems show the component parts of the PC calculation correctly when creating their DD file.

AE Files

There are no actual changes to the file specification for AE files (Members' Agents Expenses), although dates previously captioned 2006 have been amended to 2007. Revised copies of the AE file specification and any other current file types can be obtained from Graham Bonner.

In addition, when submitting any items using codes RX17 or RX19 (All Other Expenses PTF & non-PTF respectively), please provide details of the expenses to which these relate. This can be provided at the same time as the control sheet.

Details of the amended DD and ND file specifications are attached to this market bulletin and have also been sent to Whitespace, WASP, Mazars and Southdown House; if Agents are aware of any other software houses that would benefit from receiving the new specification please contact Graham Bonner.

4. Hard Copy Control Sheets

In future, Market Services would prefer to receive control sheet information (Control Sheet, Checklists, Statement of Managing Agents Responsibilities, Audit Certificates for DD files, and control sheets only for ND and AE files), that was traditionally sent in hard copy, electronically via e-mail. If possible, please arrange for these documents to be signed and scanned and sent to the following mailbox:

DISTRIBUTION@LLOYDS.COM

Despite our preference to receive these documents via e-mail, in the event that you do need to fax the documents, we will again use our RIGHTFAX software to collect them. The fax numbers that will be available for submitting paperwork will be as follows:-

0207 327 1077
0207 327 1078
0207 327 1079

NB The original documents are not required by Market Services, but should be retained within your offices.

5. Single Member Corporate Syndicates

Single member corporate syndicates are required to submit a DD file in respect of their results. However, it is recognised that Agents of such syndicates may not have the software to create these files or an MQ-ADEG connection to allow them to be sent, therefore Market Services can offer the following services:

- a. Syndicates may provide data in a spreadsheet in accordance with Market Services specification which, on receipt, will be converted into the correct format for further processing. The cost per file processed will be £250 (plus VAT).
- b. Managing Agents may create their own DD file in a text format in accordance with Market Services specification. This may be e-mailed to Graham Bonner for validation and transmission via MQ-ADEG. This cost of this service will be £50 per syndicate file plus VAT.

Agents wanting to take advantage of either service should contact Graham Bonner. The relevant templates & spreadsheets will be available in January.

6. Distribution Timetable

Following the successful implementation of a 'fast track' for 2004 this will be retained for 2005. The 2 deadlines for submission of DD files will be the, 3rd March for ILV and other "fast track" syndicates (usually those spread syndicates with wholly owned corporate members) and 13th March for all other syndicates. Market Services are currently working on the timetables for the Results process. These will be issued in due course confirming which dates we anticipate each syndicate will need to submit their files.

Please direct any queries regarding the content of this memorandum or the Results Distribution process to Graham Bonner (telephone 01634 392056) or e-mail (graham.bonner@loyds.com).

C A Allcott
Manager
Market Services

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE SUMMARY

Purpose of file

This file is to be used to exchange data for syndicate results as at 31 December.

Direction of Flow

The DD files are sent from managing agents to Lloyd's. Lloyd's accumulate the data from the managing agents and periodically forward a file of each syndicate year of account result to the member's agents responsible for reporting the names results.

Changes For This Version

1 Addition of codes

No new codes have been added for this version

2 Amendment to existing codes

The following codes have been amended: -

RC77 For reporting Canadian Withholding tax arising in calendar year **2007**

RC87 For reporting other foreign tax arising in calendar year **2007**

3 Withdrawal/Deletion of codes

RX72 MSC Refunds

As 2004 was the final year that refunds of Members Special Contribution were made, the code for reporting them has now been removed.

4 Receipt of Control Sheets

Please note that our preferred method for receiving the signed/completed control sheets this year will be electronically via e-mail. Contact details are shown at the end of this specification.

Clarification of the treatment of Profit Commission (RX75) is shown below for information.

PLEASE NOTE THAT THE RX75 FIGURE SHOULD BE THE TOTAL COMMISSIONABLE RESULT **BEFORE** THE APPLICATION OF ANY DEFICITS BROUGHT FORWARD

For example if a syndicate has a commissionable result of £1000 RX75, Deficit brought forward of (£300) RX71 and a Profit Commission rate of 15% then the numbers should be input on the DD File as follows:-

RX75	£1,000
RX71	(£ 300)

PC (RB07)	£ 105 (15% of £700)

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE SUMMARY

Overview of Content:

Data standards

It is essential that the full standard is complied with, to ensure that data is consistently reported across all syndicates.

Please note it is a requirement that all DD files are submitted using a common sort order for member codes and transactions within member code such that all members are shown in numerical order and transaction codes are shown in alpha-numeric order eg RA01, RA02....RX01, RX02, RX03, RX04, RY01 within each member code.

Complementary Processes

Members' consolidated personal accounts (CPA) are produced centrally as a product of the year end syndicate accounting requirements; they are designed to report the individual result for each member's syndicate or MAPA allocation. The distribution data file is designed to transfer members' personal account data to Lloyd's centrally, to facilitate the production of the CPA, and also to members' agents for information.

Audit Requirements

It is an underlying principle that the data provided should be audited as at the accounting date.

There is no longer any need for syndicates to provide US\$ DD forms to confirm the apportionment to name level of US\$ Distribution/(Collection) amounts arising from the LATF, however amounts included under RX30 will be checked against line 28 of form AR250 of the Annual Return. For syndicates in run-off with an LATF surplus, RX30 should continue to be reported as zero.

Scope of the data

When a year of account closes normally, the file will contain cumulative data to the normal closing date. When a year goes into run-off at its normal closing date the file will contain cumulative data to that normal closing date. For each subsequent year thereafter that the syndicate is running off, the file will contain only that calendar year's data. For a run-off syndicate closing before 31 December, the file will contain data for the final accounting period.

Corporate Parallel Syndicates

Managing agents should note the requirement to provide a separate DD file for any corporate parallel syndicates.

Control sheet requirements and Managing Agents' Declaration

Each file must be accompanied by a control sheet, which acts as a summary statement of the data contained in the DD file to which it relates. In addition, Market Services require completion of a checklist relating to various checks that directors must complete when signing off their file. The requirements for the control sheet and check list declaration are given later in this specification. The signed and completed control sheet and checklist declaration is to be sent by e-mail to Market Services..

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE SUMMARY

Accounting dates

Two dates are specified in the file: accounting and loss settlement. These are explained under Data Element Descriptions.

Cash requests due during period and post-accounting/pre-settlement

In order to clarify the position regarding RX03 (cash requests due during period), we confirm that there should only be an amount in this field if a cash request has been made within the preceding 36 month period for a Syndicate reporting its results for a normal underwriting account or 12 months for a syndicate in run-off if the accounting date is 31 December, but only up to accounting date if earlier than 31 December. Any cash requests made after the accounting date which are to be included in this file would be shown under RX05. **NB This code only applies to syndicates which have closed at the end of the current period, but which made a cash request before the normal distribution time. For syndicates in Run-off, this request should be included on the following year's DD file as RX03.**

The term cash call has become loosely used for both cash called before the declaration of a result and the calling in of all or part of a result previously declared. To avoid confusion, the term CASH REQUEST will apply to all requests for cash, except that made for settlement at distribution time (e.g. 30 June for losses). The latter is referred to under

DISTRIBUTION/COLLECTION AMOUNT.

Processing Resulting From This File

see "Direction Of Flow"

Special Conditions

In addition to receiving confirmation/rejection of the file in MQ processing, the Managing Agent will also receive confirmation/rejection of file from subsequent validation performed by MSU. This will be returned as file type 'DE'. The Agent must ensure that the file is provided early enough for Lloyd's to return the 'DE' confirmation within the published timetable dates.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

File Structure

Record Length 38 bytes

Record Type Code	Record Name	Maximum Occurrences
10	File Header	1
20	Syndicate Header	1
40	Member Header	1 per name
50	Member Detail	1 per result element per name
60	Member Trailer	1 per name
80	Syndicate Trailer	1
90	File Trailer	1

Each file will be required to contain specific information presented in a uniform fashion. An overview of the file structure is given below:

File Header

The standard File Header is required; one per file.

Syndicate Header

There must be one per file.

Member Header

There will be one of these records for each member who participates on the syndicate for the year of account being reported. Each member code must be in MEMBER CODE ORDER.

Member Detail

There will be one of these records for each required element of the result per member. All detail records for a member must be together in the file, sorted in order of the RESULT_TYPE_CODE.

Member Trailer

There must be one for each member for whom data is presented in the file. It must contain a total of the number of Member Detail records present. (All records for a member must be together in the file, in the sequence Member Header, Details, Trailer.)

Syndicate Trailer

There must be one of these records.

File Trailer

The standard File Trailer is required; one per file.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

FILE HEADER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 10
	FILE IDENTIFIER	3	10	8	TEXT	As per ADEG standard
	RECIPIENT CODE	11	14	4	CODE	As per ADEG standard
	CREATION DATE	15	22	8	DATE	As per ADEG standard
	CREATION TIME	23	28	6	TIME	As per ADEG standard
	FILLER	29	38	10	NUM	zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

SYNDICATE HEADER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 20
	YEAR OF ACCOUNT	3	6	4	NUM	In Standard format e.g. 2005
	SYNDICATE CODE	7	10	4	CODE	The Lloyd's standard four-digit syndicate code with leading zeros.
	CURRENCY CODE	11	13	3	CODE	ISO currency code e.g. sterling is GBP
	ACCOUNT CLOSED INDICATOR	14	14	1	IND	Y if the syndicate year of account was closed at the accounting date, or N if it was kept open or remained in run-off
	ACCOUNTING DATE	15	22	8	DATE	The date (normally 31 December) to which the audited syndicate accounts, from which the data is extracted, are made up
	CUT OFF DATE	23	30	8	DATE	The date up to which the managing agent reports post accounting date items. If it does not apply, it should be set to zeros.
	LOSS SETTLEMENT DATE	31	38	8	DATE	The date on which any loss to be dealt with at distribution (shown under code RX04 - Distribution/collection amount) is due for payment - this is usually 30 June. If there are no losses to be settled, it should be set to zeros.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

MEMBER HEADER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 40
	MEMBER CODE	3	9	7	TEXT	Contains either member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	SORT NAME	10	34	25	TEXT	
	ARRANGING MEMBER AGENT	35	38	4	NUM	FOR NAMES WRITING ON THE SAME SYNDICATE THROUGH 2 DIFFERENT MEMBERS' AGENTS, PLEASE INCLUDE THE ARRANGING AGENT CODE (WITHOUT THE CHECK DIGIT) IN THIS FIELD. FOR OTHER NAMES, THIS CAN BE ZEROS.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

MEMBER DETAIL

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 50
	MEMBER CODE	3	9	7	TEXT	Contains either Member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	TRANSACTION CODE	10	13	4	CODE	Four character code which uniquely identifies each element of a Member's result. See under Table of Codes and Description of Data Items for details.
	RESULT VALUE	14	25	12	CODE	Numeric value of each entry of TRANSACTION CODE. There is an implied decimal point before the last two digits. If the TRANSACTION CODE is RY01, then 7 decimal places are required (see examples under table of Transaction codes)
	CREDIT DEBIT INDICATOR	26	26	1	CR/DR	Will be + if the value represents an improvement in the Member's syndicate personal account balance and - if it worsens it.
	FILLER 12	27	38	12	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

MEMBER TRAILER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 60
	MEMBER CODE	3	9	7	TEXT	Contains either member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	NO OF MEMBER DETAILS	10	19	10	TEXT	The number of member detail records (type 50) for a member.
	FILLER	20	22	3	NUM	Zeros
	HASH TOTAL	23	37	15	CODE	The hash total of result value of member detail records (type 50) for a member.
	FILLER 1	38	38	1	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

SYNDICATE TRAILER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 80
	YEAR OF ACCOUNT	3	6	4	NUM	As per record type 20
	SYNDICATE CODE	7	10	4	CODE	As per record type 20
	CURRENCY CODE	11	13	3	CODE	As per record type 20
	NO OF MEMBERS ON FILE	14	23	10	NUM	The count of individual members for whom data is included in the file.
	FILLER 15	24	38	15	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

FILE TRAILER

Opt	Data Element	Start Pos.	End Pos.	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 90
	FILE IDENTIFIER	3	10	8	TEXT	As per file header.
	RECIPIENT CODE	11	14	4	CODE	As per file header.
	CREATION DATE	15	22	8	DATE	As per file header.
	RECORD COUNT	23	28	6	NUM	The count of all records on file except types 10 and 90.
	FILLER 10	29	38	10	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

The following is a summary of some rules regarding the acceptability of Distribution Data and the suggested action to be taken in the event of errors. They are provided for guidance only; it will be for the individual Agents to decide whether and how to implement such checks in their own systems.

The rules covering the arithmetic relationships between the values reported for certain Transaction codes are documented in the Table Of Transaction Codes (see later in this specification).

INITIAL VALIDATION PERFORMED BY MQ

Condition	Action
<i>GENERAL CONDITIONS</i>	
Undefined record type	reject the file
No members in the file	reject the file
Record in invalid position within the file	reject the file
<i>FILE HEADER</i>	
Missing or duplicate header	reject the file
Any field in invalid format within the header	reject the file
Incorrect Recipient Code in file header	reject the file
<i>SYNDICATE HEADER</i>	
Cut off Date in syndicate header, if specified, must be a valid date in the format CCYYMMDD	reject the file
Loss Settlement Date in syndicate header, if specified, must be a valid date in the format CCYYMMDD	reject the file
Missing or duplicate syndicate header	reject the file
Any field in invalid format within syndicate header	reject the file
Transaction Value contains non numeric characters	reject the file
Credit Debit Indicator not equal to + or -	reject the file
<i>MEMBER HEADER</i>	
Duplicate member header (i.e. for same member code)	reject the file
Any field in invalid format within member header	reject the file

AGENTS ELECTRONIC FILE EXCHANGE**FILE TYPE DD NAME DISTRIBUTION DATA****FILE RECORD DEFINITION***MEMBER DETAIL*

Member code not equal to the member code in the member header before this set of detail records reject the file

Any field in invalid format within member detail reject the file

MEMBER TRAILER

Identification data in member header and corresponding member trailer differs reject the file

No of Details in member trailer does not agree with calculated record count reject the file

Hash Total in the member trailer does not agree with the calculated total reject the file

Missing or duplicate syndicate trailer reject the file

Any field in invalid format within the syndicate trailer reject the file

No of Member on file in syndicate trailer does not agree with calculated member count reject the file

Missing or duplicate file trailer reject the file

Any field in invalid format within the file trailer reject the file

Identification in file header and file trailer differs reject the file

Record count in file trailer does not agree with calculated count reject the file

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

SUBSEQUENT VALIDATION PERFORMED BY LLOYD'S MAINFRAME

Please note, the following error messages may appear on your DE File which will be returned to you via MQ. You should investigate and where necessary correct & resubmit the DD file to MSU.

Message

	No of occurrences	Error type
SYNDICATE YEAR NOT EXPECTED	All	reject the file
INVALID ACCOUNTING DATE	All	reject the file
AGENT DOES NOT EXIST ON THE DISTRIBUTION DATABASE	All	reject the file
UNKNOWN MEMBER / MAPA - NOT ALLOCATED TO THIS SYNDICATE / YEAR	All	reject the file
MEMBER CODES ARE NOT IN SEQUENCE	First in file	reject the file
INVALID ARRANGING AGENT FOR DUPLICATE MEMBER	First in file	reject the file
DUPLICATE ARRANGING AGENT RECEIVED FOR DUPLICATE MEMBER	First in file	reject the file
DUPLICATE TRANSACTION CODE FOR MEMBER	First in file	reject the file
TRANSACTION CODES NOT IN SEQUENCE	First in file	reject the file
INVALID TRANSACTION CODE	First in file	reject the file
INVALID SIGN FOR TRANSACTION CODE	First in file	reject the file
MANDATORY VALUE MISSING	First in file	reject the file
RB12 VALUE INCLUDED FOR NON-CORPORATE MEMBER	First in file	reject the file
RX01 DOES NOT EQUAL THE SUM OF RESULTS TYPES RA TO RD	First in file	reject the file
RX07 IS NOT EQUAL TO RX01 - RX02 - RX03 - RX04 - RX05 + RX06	First in file	reject the file
RX09 IS NOT EQUAL TO RX07 + RX08	First in file	reject the file
RX90 NOT EQUAL TO THE SUM OF RA, RB AND RD VALUES	First in file	reject the file
ACCOUNT CLOSED IND IS N, RX20/30/40 MUST BE NEGATIVE OR ZERO	First in file	reject the file
LIFE SYNDICATE, RX40 MUST BE ZERO	First in file	reject the file
ACCOUNT CLOSED INDICATOR IS N, RX05 MUST BE ZERO	First in file	reject the file
RESULTS MISSING FROM ADEG FILE/TOO MANY RESULTS ON ADEG FILE	All	reject the file
NOT ALL DUPLICATE MEMBERS RECEIVED	All	reject the file
AGENT IS NOT MANAGING AGENT	All	warning
SYNDICATE YEAR FILE ALREADY RECEIVED - RE-SUBMISSION	All	warning
SENDING MANAGING AGENT NOT SYSTEM MANAGING AGENT	All	warning

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

FILE VALIDATION

Message

	No of occurrences	Error type
CUT OFF DATE EARLIER THAN ACCOUNTING DATE	All	warning
LOSS SETTLEMENT DATE EARLIER THAN ACCOUNTING DATE	All	warning
LOSS SETTLEMENT DATE EARLIER THAN CUT OFF DATE	All	warning
LOSS SETTLEMENT DATE LATER THAN EXPECTED DATE	All	warning
ARRANGING AGENT NOT SPECIFIED	First in file	warning
INVALID MEMBER AGENT	First in file	warning
RB01 INCLUDED FOR NON-CURRENT YEAR OF ACCOUNT	First in file	warning
RX04 VALUE DIFFERS FROM RX01 VALUE	First in file	warning
RX04 IS NOT EQUAL TO RX20 + RX30 + RX40	All	warning
RX08 DOES NOT EQUAL RX09 FOR PREVIOUS DISTRIBUTION YEAR	First in file	warning
RX08 ON FILE BUT NO PRIOR RX09 FOR PREVIOUS DISTRIBUTION YEAR FOUND	First in file	warning
RX09 VALUE IS POSITIVE	First in file	warning
SIGN DOES NOT MATCH THE RX04 SIGN	First in file	warning
ACCOUNT CLOSED INDICATOR IS Y, RX09 IS NOT ZERO	First in file	warning
TOTAL SYNDICATE PARTICIPATION NOT EQUAL TO 100% (+ / - 0.05%)	All	warning
FILE SEQUENCE NUMBER IS SAME AS LAST FILE SEQUENCE NUMBER	All	warning

Examples of data

No specific examples required

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

Codes must be allocated only by Market Services. Please apply to Market Services for allocation of a code to be considered.

The sign to be shown for each item is based on the rule that if it improves a member's syndicate personal account balance, it is positive; if it worsens the balance, it is negative.

To the extent that a syndicate's circumstances give rise to accounting entries which fall to be reported under codes in the RX section, that data MUST be included in the file.

The letter M before a code indicates that the file must include entries for the code, even if the value is zero. For other codes, records should not be included if the value is zero.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPECTED</u>	<u>EXPLANATION</u>
ITEMS MAKING UP THE GROSS SYNDICATE RESULT			
M	RA01 Underwriting result before brokerage and commissions	+ or -	Must not include profit/loss on exchange or brokerage & commissions
M	RA02 Profit/loss on exchange	+ or -	This must be shown separately from underwriting result.
M	RA03 Syndicate operating expenses	+ or -	Must not include brokerage & commissions
M	RA04 Investment gains less losses	+ or -	
M	RA05 Investment income	+ or -	
	RA06 Investment expenses & charges	+ or -	
	RA07 Brokerage & commissions	+ or -	
NAMES EXPENSES			
	RB01 Lloyd's central fund	-	
	RB03 Lloyd's subscription	-	
	RB06 Agents fee	-	Managing agent's fee.
	RB07 Agent's commission	-	Managing agent's profit commission.
	RB09 2005 Members Agents' Fee Advance	-	The amount of any 2005 PTF advance made to Members' Agents on behalf of names to cover Members' Agent's fee. 2005 syndicates only.
	RB12 Schedule 9A charges	-	Code to report costs arising from the Schedule 9A filing. CORPORATE MEMBERS ONLY

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE	DD	NAME	DISTRIBUTION DATA
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TABLE OF TRANSACTION CODES**TAXATION**

RC70 to RC79	Canadian withholding tax - Various Years	-	The syndicate accounting byelaw requires that the relevant tax year is separately identified in the personal account. The DD file is not year of account specific, therefore additional codes are being introduced to cater for reporting differing tax years. These will operate as follows : For items relating to tax year 2003 use code RC73 For items relating to tax year 2007 use code RC77. (In other words the final digit of the relevant tax year should correspond with the final digit of the RC code used).
RC80 to RC89	Other foreign tax – Various Years	-	To be applied in the same manner as for Canadian Withholding Tax (described above).

EXCEPTIONAL ITEMS

RD02	Personal Adjustments	+ or -	Personal Expenses/Refunds which cannot be applied using any other transaction within the DD file (PLEASE CONTACT Market Services BEFORE USING THIS CODE)
RD08	MSU Administration charges	-	To be used by syndicates who wish to make cash call charges a Personal Expense rather than a syndicate expense. Can also include Annual Stamp Processing charge.

ITEMS SHOWING HOW THE RESULT FOR THE PERIOD HAS BEEN DEALT WITH

M	RX01	Net result for period	+ or -	The total result for the period; it is the sum of all items in the sections before it (sum of RA01 TO RD08)
	RX02	Cash releases made to members during period being reported	+	The sum of all Continuous Solvency Transfers / Open Year profits made to members <u>in the period being reported</u> (36 months for a normal underwriting account; 12 months for a run-off or lesser period for run-off closing other than at 31 December). The amount due for the current distribution must be shown separately under RX04.

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

	RX03	Cash requests from members during period being reported	-	The sum of all cash requests made from members <u>in the period being reported</u> (36 months for a normal underwriting account; 12 months for a run-off or lesser period for run-off closing other than at 31 December). Any cash requests made between the accounting date and loss settlement date for this year's distribution are to be shown under RX05. The amount due for the current distribution must be shown separately under RX04.
M	RX04	Distribution/collection amount	+ or -	The amount to be paid to/by the member in the current distribution. It must exclude amounts outstanding from previous cash requests. Amounts to be dealt with at some time after the distribution will appear as part of RX09.
	RX05	Cash requests made post accounting/pre-settlement date (combined Sterling amount)	+ or -	Total cash request made between accounting date and settlement date (normally calls made between 1 January and 30 June). This figure will be the total Sterling amount having converted any US\$ calls. NB Only used for syndicates which have closed at 31 December and have no future DD file to be shown in.
	RX06	Adjustments to Opening Uncalled amounts (RUN-OFF SYNDICATES ONLY)	+ or -	To be used to report any change in the amount reported in this distribution file as Opening Uncalled amount (RX08) and the amount reported in last year's distribution as Closing Uncalled amount (RX09). This will only apply when a run-off syndicate generates an exchange difference in revaluing a previous PTF release which is not to be taken through the Underwriting Account.
M	RX07	Balance of result	+ or -	Is equal to RX01 - RX02 - RX03 - RX04 - RX05 + RX06 . It is included as a check that the result for the period has been fully accounted for.
	RX08	Opening uncalled amount	+ or -	The opening uncalled balance is that part of the total amount due to/by the member at the previous period end, which was carried forward for settlement at some time after that period's distribution. It must equal the amount entered under RX09 for the previous period.
	RX09	Closing uncalled amount	+ or -	The closing uncalled balance is that part of the total amount due to/by the member at the period end, which is to be carried forward for settlement at some time after the current distribution. It will appear in the next period's data as RX08. It is equal to RX07 + RX08.
M	RX20	Sterling Distribution/Collection amount	+ or -	The amount distributable or collectable in Sterling (GBP).

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

M	RX30	US \$ (LATF) Distribution/Collection amount	+ or -	The amount distributable or collectable in US Dollars arising from the LATF. NB This amount should correspond to Line 28 of form AR250 in the Annual Return except for Run-Off syndicates with LATF surpluses where the value should continue to be shown as zero.
M	RX40	US \$ (LDTF) Distribution/Collection amount	+ or -	The amount distributable or collectable in US Dollars arising from the LDTF.
	RX71	Profit commission deficit brought forward	+ or -	NB For the codes RX20, RX30 and RX40 the system will validate that, using the appropriate year end exchange rates, the sum of the amounts reported using these codes equals the amount reported under RX04. For syndicates closing at dates other than the year end, this calculation will show an error for each name on the syndicate and agents will need to advise MSU of the appropriate exchange rate used to allow validation to proceed.
M	RX75	Commissionable result	+ or -	The amount of deficit from an earlier year of account used to offset against profit commission chargeable in the year of account being reported. For the year being reported, the amount of the Member's result chargeable to profit commission, <u>BEFORE</u> the operation of any profit commission deficit brought forward or carried forward,.
M	RX90	Result before overseas taxation	+ or -	A sub-total required to comply with the syndicate accounting byelaw. This is the sum of all the names results elements, excluding taxation items (the RC codes). IE RA01 to RB12 plus RD01 to RD08.
M	RY01	Percentage allocation	+	This code is to be used to report the members' share of the syndicate's premium limit expressed as a percentage. For consistency of approach the sum should be reported using 7 decimal places only. The implied decimal point used in all other transaction code amounts will be overridden for this code. Thus, if a member's share of a syndicate is 0.0365743% this will be reported as 000000365743. A share of 1.1234567% will be reported as 000011234567. NB This code is NOT reported to members' agents on outgoing files (either Bespoke or MAPA).
M	RY02	Share of Stamp	+	This code should be used to report the individual member's or MAPA's share of the syndicate stamp in £. There are 2 implied decimal points. NB This code is NOT reported to members' agents on outgoing files relating to MAPA participation

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

AGENTS DISTRIBUTION DATA CHECKLIST

SENDER *(Details of sender and contact name/number)*

Syndicate nnnn Year of Account ccyy Account closed (Y or N)
Agency XYZ U/A Ltd Contact A. Smith Telephone nnnn

FILE DETAILS *(As required by ADEG)*

File Name DDnnnnnn No. of Members on file nnnn
Currency code GBP Accounting Date 31/12/2007
Loss Settlement Date 30/06/2008

SUBMISSION DETAILS *(Time and date to be advised)*

File transmission time 10:00 hrs nth March 2008

CONTROL DETAILS (All relevant codes, descriptions and amounts to be listed)

<u>Code</u>	<u>Description</u>	<u>Value</u>
RA01	Underwriting Result	nnn,nnn.nn etc.....

CURRENCY RECONCILIATION

Amount distributed/collected in £	(RX20)	\$	£ equivalent
		-	nn,nnn.nn
Amount distributed/collected in US\$ (LATF)	(RX30)	nn,nnn.nn	nn,nnn.nn
Amount distributed/collected in US\$ (LDTF)	(RX40)	nn,nnn.nn	nn,nnn.nn
Amount reported under code RX04 (equal to the sum of the £ equivalent amounts reported above)			n,nnn,nnn.nn
Exchange rate used (if not year end rate)		

AGENTS DISTRIBUTION DATA CHECKLIST

DECLARATION *(To be signed by two directors of each agency)*

We declare that the Personal Account result provided for the above syndicate, on DD file reference DDnnnnnn as at 31 December 2007, has been properly prepared in accordance with the published ADEG standards, including specified mainframe validation requirements, and represents a true and accurate representation of each Member's Personal Account entries for inclusion within the Consolidated Personal Account.

We confirm that we have satisfied ourselves that the file has been properly validated in accordance with the attached checklist.

.....
A. Director

.....
A. Director

Dated.....

Dated.....

Completed control sheets should be **SCANNED** and sent **VIA E-MAIL** to the following e-mail address:-

DISTRIBUTION@LLOYDS.COM

The following fax lines will also be available for the transmitting of control sheets:-

- 0207 327 1077
- 0207 327 1078
- 0207 327 1079

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

AGENTS DISTRIBUTION DATA CHECKLIST

Please tick box or mark N/A where applicable:

- File control totals, for each transaction code, equal the sum of individual Amounts in the file
 - Run-off / closed status correct
 - Carried forward (RX09) amounts not present on closing syndicate (unless prior agreement given by Market Services) N/A
 - All data records are sorted in member code order
 - All transaction codes, within member code order, are sorted in alpha order
 - Correct signs applied throughout
 - All mandatory fields included
 - Sum of US \$ (LATF) amounts (RX30) = Annual Return Form AR250 Line 28 N/A
 - All member codes are valid and the members write on the syndicate / year
 - RX01 correctly calculated (sum of RA01 to RD99)
 - RY01 included for all members
 - RX04 equal to the sum of RX20 + RX30 + RX40
 - RX07 equal to RX01 – RX02 – RX03 – RX04 – RX05 + RX06
 - RX09 equal to RX07 + RX08
 - RX08 equal to last year's RX09 (run-off syndicates only) N/A
 - RX75 equal to commissionable result **BEFORE** application of any deficits brought forward
- The following charges have been apportioned correctly between corporate & bespoke members:
- PTF Advance N/A
 - Schedule 9A Charges N/A
 - Other (please specify)

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AGENTS DISTRIBUTION DATA CHECKLIST

Where RX01 has a different value to RX04, please specify the reason:-

- Cash call made during period being reported (36 months for closing year of account or 12 months for run-off)
- Continuous Solvency transfer/Open year profits previously released to members
- Run-off syndicate – Currency surplus cannot be released to members via DD file
- Brought forward profit/loss now available for distribution/collection
- Loss not being called in full (carried forward to later distribution)
- Canadian dollar surplus (to be distributed later this year)
- Other (please specify)

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Authorised signatory.....

Agent.....

Date.....

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE SUMMARY

Purpose of file

Managing agents advise members' agents, EPP and Stop Loss brokers (via Lloyd's) of sundry personal account items to be collected from or paid over to members that cannot be included in a results distribution (DD) file.

These items will also be included in the Consolidated Personal Account, prepared for members by Market Services, on behalf of managing agents.

Direction of flow

Managing agents to Lloyd's
Lloyd's to members' agents

Changes for this version

Additional codes

There are no new codes being added for this version

Deletion of Codes

ND01 Interest on Late Payment of Losses

ND15 Interest on Late Payment of MAPA Losses

Following consultation with the market, Market Services have now taken on the calculation of interest on late payment on behalf of managing agents. As the data will be loaded directly into the Results system, no late payment interest is to be submitted by managing agents

ND16 Profit Commission adjustment on MSC Refunds for MAPA Members
(Outgoing files only)

As 2004 account was the last year that refunds of Members Special Contributions were made, there is no longer any requirement to adjust Profit Commission on MAPA's

Control Sheet

Clarification that ND Control Sheets must include details of the totals included within the file, summed by transaction code. Also, when data is submitted using codes ND08 or ND09, please confirm what the charge / adjustment relates to.

Please note that our preferred option for the receipt of completed/signed control sheets will be electronically via e-mail rather than fax. Contact details are included at the end of this standard.

Overview of Content:

This file will cover items, where (to conform to published guidelines for distribution) it is not permissible to charge the personal account.

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE SUMMARY

It will also be used to correct errors arising in previous closed year's distribution files.

All amounts must be in sterling (currency code "GBP").

The sender must complete and forward a control sheet to Lloyd's Market Services, to accompany each file submission. The control sheet requirements and contact/distribution details are given later in this standard.

Processing resulting from this file

Lloyd's distribute the data submitted by Managing Agents to the Members' Agents responsible for co-ordinating the Names affairs for the current year of account. The data is distributed in a different file format to EPP and Stop Loss Brokers, if required, to support the processing of EPP or Stop Loss Claims.

The data will also be reported to Names as part of the Consolidated Personal Account produced centrally, by Lloyd's Market Services, on behalf of Managing Agents.

Special conditions

Managing Agents must submit a separate file in respect of each Syndicate Year for which data is being reported. If more than one file is received in respect of the same Syndicate Year, each subsequent file will be treated as a replacement of the previous file.

Please note it is a requirement that all ND files are submitted using a common sort order for member codes and transactions within Member Code. All Members are to be shown in numerical order and transaction codes are shown in alpha-numeric order e.g. ND07, ND08 etc within each member code. Any files which do not meet this sort order will be rejected by the Market Services validation routines.

ND data received by Market Services will be accumulated and transmitted to relevant Members' Agents in one file, which will contain data in respect of all Syndicate Years reported.

In addition to receiving confirmation / rejection of file in MQ processing, the Agent will also receive confirmation / rejection of file from subsequent validation performed by Lloyd's. This will be returned as File Type 'NE'. The Agent must ensure that a file is provided early enough for Lloyd's to return the 'NE' Confirmation within the published timetable dates.

AGENTS SHOULD NOTE THE FOLLOWING:

Where corrections to previous distribution's result in a recalculation of profit commission, any refunds due to names and associated interest must be funded by the managing agent. It is not permissible to adjust these items in the books of the syndicate.

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE STRUCTURE

Record Length 52 bytes

Record Type Code	Record Name	Maximum Occurrences
10	File Header	1
40	Member Header	1 per Member
50	Member Detail	1 per transaction code per Member for each Agent or syndicate/year
60	Member Trailer	1 per member
90	File Trailer	1

Codes must be allocated only by Market Services.

Each file will be required to contain specific information presented in a uniform fashion. An overview of the file structure is given below:

File Header

One per file is required.

Member Header

This record is only required if the file contains details for Members on the Syndicate Year being reported. There will be one of these records for each Member for whom a detail record is included. The Sort Name is included for identification purposes only.

Member Detail

There will be one of these records for each transaction per Member or Agent. All detail records for a Member must be grouped together in the file. They must occur in ascending Transaction code order.

Member Trailer

This record is only required if the file contains details for Members. There must be one for each Member for whom data is present in the file. It must contain a total of the number of Member Detail records present.

All records for a Member must be together in the file, in the sequence Member Header, Details, Trailer.

File Summary

There must be one per file. It includes record counts and a hash total of the values in the file.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE RECORD DEFINITION

FILE HEADER

Opt	Data Element	Start Pos	End Pos	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 10
	FILE IDENTIFIER	3	10	8	TEXT	As per ADEG standard
	RECIPIENT CODE	11	14	4	CODE	As per ADEG standard
	CREATION DATE	15	22	8	DATE	As per ADEG standard
	EFFECTIVE DATE	23	30	8	DATE	In the standard form CCYYMMDD. The EFFECTIVE _DATE should be the accounting date for the items being reported i.e. 31 December 2007 (20071231)
	FROM MEMBER AGENT	31	31	1	TEXT	Set to zero
	FILLER	32	52	21	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE RECORD DEFINITION

MEMBER HEADER

Opt	Data Element	Start Pos	End Pos	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 40
	MEMBER / MAPA CODE	3	9	7	TEXT	Contains either Member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	SORT NAME	10	34	25	TEXT	is the Member Sort Name or MAPA Name as specified in Lloyd's Market Services data standards
	FILLER	35	52	18	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE RECORD DEFINITION

MEMBER/AGENT DETAIL

Opt	Data Element	Start Pos	End Pos	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 50
	MEMBER / MAPA CODE	3	9	7	TEXT	Contains either Member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	AGENT CODE	10	14	5	MOD 17	
	YEAR	15	18	4	NUM	is in standard form e.g. 2005
	SYNDICATE CODE	19	22	4	CODE	is the 4 digit Lloyd's Syndicate Number
	CURRENCY CODE	23	25	3	CODE	The currency code applicable will always be GBP
	TRANSACTION CODE	26	29	4	CODE	will be the 4-character code which uniquely identifies the particular transaction. See table of Result type codes.
	TRANSACTION VALUE	30	42	13	NUM (11,2)	is the numeric value of each entry for a TRANSACTION_CODE. There is an implied decimal point before the last two digits.
	CREDIT DEBIT INDICATOR	43	43	1	NUM	will be + if the value represents a credit to the recipient and - if a debit.
	FILLER	44	52	9	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE RECORD DEFINITION

MEMBER TRAILER

Opt	Data Element	Start Pos	End Pos	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 60
	MEMBER / MAPA CODE	3	9	7	TEXT	Contains either Member or MAPA code. MAPA codes should be reported as XXXXYYY where XXXX is the MAPA code and YYY are 3 blank spaces.
	NO MEMBER DETAILS	10	19	10	NUM	is the number of member detail records (type 50) in the file
	FILLER	20	52	33	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE RECORD DEFINITION

FILE TRAILER

Opt	Data Element	Start Pos	End Pos	Length	Format	Description
	RECORD TYPE CODE	1	2	2	CODE	= 90
	FILE IDENTIFIER	3	10	8	TEXT	
	RECORD COUNT	11	16	6	NUM	is the count of all records on file except types 10 and 90
	NO OF MEMBERS ON FILE	17	22	6	NUM	is the count of individual members for whom data is included in the file
	HASH TOTAL	23	37	15	NUM (13,2)	is the sum of numeric values in the TRANSACTION VALUE (record type 50) entries in the file. The signs are ignored so that all values are treated as positive
	FILLER	38	52	15	NUM	Zeros

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE VALIDATION

The following is a summary of some rules regarding the acceptability of ND FILES and the suggested action to be taken in the event of errors. They are provided for guidance only: it will be for the individual Agents to decide whether and how to implement such checks in their own systems.

INITIAL VALIDATION PERFORMED BY MQ

Condition

Action

GENERAL CONDITIONS

Undefined Record type

reject the file

No Members in the file

reject the file

Record in invalid position within the file

reject the file

Fillers not equal to zeros

reject the file

FILE HEADER

Missing or duplicate header

reject the file

Any field in invalid format within the header

reject the file

Creation Date is not in valid date format

reject the file

Effective Date is not in valid date format

reject the file

From Member Agent not equal to '0'

reject the file

MEMBER DETAIL

Member / MAPA Code not equal to last header

reject the file

Agent Code does not comply with MOD 17

reject the file

Year not a standard year format

reject the file

Syndicate Code not equal to numerics

reject the file

Transaction Value contains non-numeric characters

reject the file

Credit Debit Indicator not equal to + or -

reject the file

Member Code does not comply with MOD 17

reject the file

Currency Code not equal to 'GBP'

reject the file

Condition

Action

VERSION

11

ISSUED

NOVEMBER 2007

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE VALIDATION

MEMBER TRAILER

Member / MAPA Code not equal to last header reject the file

No of Detail Records does not equal the number of type 50 records
for this member reject the file

FILE TRAILER

No of Members on File in trailer does not agree with calculated
member count reject the file

Missing or duplicate file trailer reject the file

Any field in invalid format within the file trailer reject the file

Identification in file header and file trailer differs reject the file

Record Count in file trailer does not agree with calculated count reject the file

Hash Total does not equal absolute total of all transaction values on
type 50 records (ignoring signs) reject the file

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE ND NAME NON-DISTRIBUTION ITEMS

FILE VALIDATION

SUBSEQUENT VALIDATION PERFORMED BY LLOYD'S MAINFRAME

Message	No of occurrences	Error type
THIS AGENT IS NOT AN ACTIVE AGENT ON THE DISTRIBUTION DATABASE	All	reject the file
THIS MEMBER DOES NOT EXIST ON THE DISTRIBUTION DATABASE	All	reject the file
THIS SYNDICATE YEAR DOES NOT EXIST ON THE DISTRIBUTION DATABASE	Show first in file	reject the file
THIS MAPA DOES NOT EXIST ON THE DISTRIBUTION DATABASE	All	reject the file
MORE THAN ONE SYNDICATE YEAR ON FILE	Show first in file	reject the file
MEMBER CODES ARE NOT IN SEQUENCE	Show first in file	reject the file
REPLICATED MEMBER CODE THAT IS NOT A VALID DUPLICATE	All	reject the file
MEMBER NOT ON THIS SYNDICATE YEAR	All	reject the file
MAPA NOT ON THIS SYNDICATE YEAR	All	reject the file
INVALID SIGN FOR TRANSACTION CODE	Show first in file	reject the file
INVALID TRANSACTION CODE	Show first in file	reject the file
TRANSACTION CODES NOT IN SEQUENCE	Show first in file	reject the file
DUPLICATE TRANSACTION CODE	Show first in file	reject the file
TRANSACTION CODE INVALID FOR BESPOKE MEMBERS	Show first in file	reject the file
FILE ALREADY EXISTS FOR THIS FILE ID AND CREATION DATE	All	reject the file
INVALID YEAR OF ACCOUNT	Show first in file	reject the file
ARRANGING AGENT CODE DOES NOT EXIST	All	reject the file
INVALID TRANSACTION CODE FOR RUN-OFF SYNDICATE	Show first in file	reject the file
MEMBER ON MAPA CODE PROVIDED ON NON-MAPA ITEM	Show first in file	reject the file
ARRANGING AGENT DOES NOT EXIST	All	reject the file
THIS IS A DUPLICATE FILE: ND DATA ALREADY RECEIVED FOR THIS SYNDICATE/YEAR	All	warning
THIS FILE HAS BEEN RESUBMITTED AND REPLACES EXISTING DATA	All	warning
INVALID TRANSACTION CODE FOR RUN-OFF SYNDICATE CLOSING OTHER THAN AT 31 DECEMBER	Show first in file	warning
TRANSACTION CODE INVALID AS SYNDICATE CLOSING AT 31 DECEMBER	Show first in file	warning
TRANSACTION CODE INVALID AS SYNDICATE PREVIOUSLY CLOSED	Show first in file	warning
ASSOCIATED DD FILE NOT YET RECEIVED	Show first in file	warning

AGENTS ELECTRONIC FILE EXCHANGE**FILE TYPE ND NAME NON-DISTRIBUTION ITEMS****TRANSACTION CODES**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>EXPECTED SIGN</u>	<u>EXPLANATION</u>
ND07	Personal exchange rate adjustments	- or +	Arising during the calendar year 2007
ND08	Prior Year Adjustments	- or +	To correct errors arising in previous closed year distributions. e.g. Central Fund Levy charged at wrong rate.(REFER TO MARKET SERVICES BEFORE USE). Please advise Market Services of the reason for the adjustment when sending the control sheet
ND09	Sundry adjustments	- or +	Arising during the calendar year 2007. Please advise Market Services of the reason for the adjustment when sending the control sheet

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

AGENTS DISTRIBUTION DATA CHECKLIST

Alternatively, we will have 3 fax lines available for transmitting control sheets as follows:-

0207 327 1077
0207 327 1078
0207 327 1079

When the outgoing files are transmitted to Members Agents from the MSU, a notification report listing all the ND files for each Agent will be sent by MSU.