

MARKET BULLETIN

REF: Y4189

Title	Reporting timetable for 2008 year-end to Q3 2009 QMR
Purpose	To inform managing agents of the dates for the 2008 year end reporting and for the Q1 to Q3 2009 QMRs
Type	Scheduled
From	John Parry, Head, Market Finance Contact details: 020 7327 5129
Date	30 September 2008
Deadline	Return deadlines - see Appendix 1
Related links	

The purpose of this bulletin is to provide managing agents and syndicate auditors with the timetable for the 31 December 2008 year-end returns and the Q1 to Q3 2009 QMRs and invite delegates to the 2008 year-end workshops.

Deadlines

The deadlines are included in the table in Appendix 1. Key changes to the deadlines are noted below.

As previously advised, the forms for the Annual Return and FSA return have been merged into the Quarterly Monitoring Return. The deadline for the Q4 QMR Part A (QMA) is equivalent to that for the Annual Return, ie February 26 2009 compared to February 28 2008. While this does mean that for the 2008 year-end those limited number of forms that comprised the separate 2007 FSA return must be completed earlier it means that only one audit is required.

The QMR Part B (QMB) is the equivalent of the 2007 year-end Q4 QMR. However, for Q4 2008 there are two deadlines for the QMB. Firstly, form 800, major losses, must be submitted by the same deadline as the QMA, ie 26 February. A second version of the QMB, ie with all forms completed, must then be submitted by March 5, a week earlier than the equivalent deadline for the 2007 year-end. The reason for requiring the QMB earlier than the Q4 2007 QMR is that Council will meet to approve the Lloyd's Annual Report 2008 on 23 March 2009 whereas the 2007 report was approved on 2 April 2008. Lloyd's needs time to analyse information in the QMB for completion of the market commentary and to deal with follow up questions. The information in the major loss form is particularly important to our analysis of the results and it is for this reason that we are requiring the submission of this form by 26 February.

Forms

The forms and instructions for the year-end returns have already been issued to the market in draft. Agents/auditors are reminded that any comments on the drafts must be provided by Friday 10 October.

Workshops

Based on numbers that attended the 2007 year-end workshops we have planned two dates for the workshops for the 2008 year-end returns as follows:

Date	Venue	Time
Wednesday 5 November	Floor 11 Presentation Room	09:30 to 11:30
Friday 28 November	Floor 11 Presentation Room	09:30 to 11:30

The workshops will focus on the timetable, the new software and those changes that have been made to forms.

Please either complete the form at Appendix 2 or send an e-mail (to Lloyds-mrd-returnqueries) with the relevant details if you wish to attend. Fax or e-mail should be sent by 17 October.

Accommodation at each of the workshops is limited and therefore there will be places for two people from each active managing agent, service provider or audit firm for the workshop. Places on the workshops will be allocated on a "first come, first served" basis. Agents/service providers/auditors delaying responding to this bulletin may therefore find that their delegates do not have a choice as to which session they attend. That said, we have previously had spare places and will accommodate additional delegates where possible. Appendix 2 therefore has lines for additional delegates but they will only be allocated a place if there is room for them.

If delegates need a pass to enter the 1986 Building please tick the appropriate box on the booking form. Passes can then be collected on the day from the main reception on the ground floor. Please note that you will need to provide personal identification to collect the pass.

The presentation room is on Floor 11, ie the same room as used for the interim return workshop. Delegates should use the Tower 1 (canopy) lifts and go to Floor 11.

If no one from the agent is to attend the workshops but you do want to receive the presentation material, please complete the final section of the attached booking sheet.

Queries

Any queries or comments on this bulletin should be submitted via e-mail to Market Reporting (lloyds-MRD-ReturnQueries@lloyds.com).

This bulletin is being sent to all managing agents and recognised auditors.

John Parry

Appendix 1

Deadlines for the 31 December 2008 year-end returns and Q1 to Q3 2009 QMRs

Activity	08/09 deadline	07/08 deadline
Agents to submit amended electronic Canadian packs	Tues 10 February	Fri 8 February
Agents to submit amended electronic US situs packs, schedule F&P packs, and statutory statements of actuarial opinion	Fri 13 February	Thurs 14 February
Agents to submit final signed and notarised reporting packs including schedules F&P	Thur 19 February	Tues 19 February
Agents to submit 31.12.2008 QMA + QMR800 of QMB	Thur 26 February	Thur 28 February
Agents to submit full 31.12.2008 QMB	Thur 5 March	Thur 13 March
Agents to submit 31.12.2008 syndicate annual report and accounts together with agent and auditor confirmation of agreement with QMA	Wed 18 March	Thur 20 March
Lloyd's Accounts approved by Council	Mon 23 March	Wed Apr 2
Relevant agents to submit 31.12.2008 FPP	Thur 26 March	Thur 27 March
Agents submit underwriting year accounts to Lloyd's together with PDFs of annual and underwriting year accounts	Thur 26 March	Thur 27 March
Agents send annual and underwriting year accounts to members	Tues 31 March	Mon 31 March
Agents to submit 31.12.2008 SRD	Thur 9 April	Thur 10 April
FSA return (now part of QMA)		Thur 24 April
Agents to submit Q1 2009 QMA & QMB	Thur 21 May	Thur 22 May
Agents to submit unaudited Q2 2009 QMA & QMB	Thur 13 August	Thur 14 August
Agents to submit audited Q2 2009 QMA	Thur 27 August	Thur 28 August
Agents to submit Q3 2009 QMA & QMB	Thur 19 November	Thur 20 November

FAX

To Janice Sinclair (Market Reporting)

Fax No: 020 7327 6178

From: _____

Company: _____

Telephone: _____

E-mail: _____

2008 year-end workshops

Delegate name	Date	Date	Please tick if Lloyd's pass required
	5 Nov.	28 Nov.	
1.			
2.			
Additional delegates(places allocated if spare capacity)			
3.			
4.			
5.			
6.			

<p>If no one from the company is to attend either workshop but you would like to receive the presentation material please tick this box</p>	
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Please return completed form to Janice Sinclair by Friday 17 October.