

MARKET BULLETIN

REF: Y4236

Title	Delivery of instructions to STFO and cessation of aim Global/Lloyds Scheme
Purpose	To update managing agents on requirements for the delivery of payment instructions etc. to STFO and to advise managing agents that the aim global/Lloyds scheme is being withdrawn
Type	
From	Ian Wootten, Manager, Financial Control Department 01634 392098 Ian.Wootten@lloyds.com
Date	15 January 2009
Deadline	Immediate
Related links	

There have recently been a few instances where instructions from Brokers and Managing Agents have arrived in STFO too late for us to achieve the requested value date on cash movements.

I should like to take this opportunity to remind you that we have to operate within specific deadlines imposed upon us by the banks with whom we deal, and I have therefore attached an updated version of our delivery timetable (appendix A), compliance with which is the only way to ensure that your payment requests etc. are processed for correct value.

Please note that any instructions sent to STFO by facsimile transmission or e-mail MUST be followed up by original documentation clearly marked "Confirmation of Faxed or e-mail Instruction". Non compliance to this request may result in the service being withdrawn.

Enclosed with this bulletin are some revised forms covering:-

- 1) Cash transfers between Syndicate Trust Fund Accounts (Appendix B).
- 2) Third party payments (e.g. Investment Advisor Fees) from Syndicate Trust Fund Accounts. (Appendix C)

The above forms only should be used to give STFO cash transfer and third party payment instructions, and must be completed in full, with particular attention being given to the provision of Intermediary Bank details where requested, and delivered to STFO in line with the Delivery Timetable. Please also note a minor change to the Third Party Payment Form which now requires the amount to be expressed in words as well as figures.

Will Managing Agents please note that, due to the lack of take up for the Lloyds Scheme in respect of the Aim Short Term Investment Company (Global Series) as managing agents are making their own investment arrangements with the fund, we intend withdrawing this scheme with effect from 1 February 2009.

Managing Agents wishing to contact AIM can telephone Natalie Steenkiste on 0207 065 3020 or e mail Natalie.Steenkiste@investcoaim.net.

If you have any questions regarding the content of this bulletin, please telephone one of the following:-

David Whitby, Lloyd's extension 2206
Donna Caddy, Lloyd's extension 2311
Ian Wootten, Lloyd's extension 2098

Ian Wootten
Manager
Financial Control Department

APPENDIX A – TIMETABLE FOR DELIVERY OF INSTRUCTIONS TO SETTLEMENT & TRUST FUND OPERATIONS

Canadian Managing Agents	Cheques for paying into Canadian Trust Funds	Next available coach (will be given value when cheque clears)
US Managing Agents	Cheques for paying in to Lloyd’s American Trust Funds (LATF)	Next Available Coach. LATF is usually credited three days later but with recourse
Canadian & US Managing Agents	Internal Cash Transfers & Third Party Payment Requests (LATF, LDTF, LCTF)	15.45 coach day before value date or via fax or e-mail BEFORE 12.00 for same day value (applies to CAD, EURO, Sterling and USD only. Other currencies will be given the next available value date).

Please note that items arriving in STFO after the deadlines shown above will be processed for the next available value date by STFO unless specific alternative arrangements have been made.

All items forwarded to STFO via facsimile or e-mail, must be followed by the original documents clearly marked “CONFIRMATION OF FAXED OR E MAIL INSTRUCTION”.

All items forwarded to STFO by e mail should be addressed to each of the following people:

- David Whitby (david.whitby@lloyds.com)
- Donna Caddy (donna.caddy@lloyds.com)
- Ian Wootten (ian.wootten@lloyds.com)

Please note that items to be placed on the coach should be delivered to the Central mail Office, Lower Basement, Lloyd’s 1986 Building.

All items for delivery to Settlement & Trust Fund Operations must be addressed as follows:

INTERNAL MAIL

Settlement & Trust Fund Operations
1st Floor
Fidentia House

EXTERNAL MAIL

Corporation of Lloyds
Settlement & Trust Fund Operations
1st Floor, Fidentia House
Walter Burke Way
Chatham Maritime
Chatham
Kent ME4 4RN

FACSIMILE: 01634 392800



INTERNAL CASH TRANSFER

TO: STFO - 1ST FLOOR, FIDENTIA HOUSE, WALTER BURKE WAY, CHATHAM MARITIME, CHATHAM, KENT. ME4 4RN
FACSIMILE 01634 392800

LLOYD'S IS ENTITLED TO ASSUME THAT THESE INSTRUCTIONS HAVE BEEN GIVEN ON BEHALF OF THE MANAGING AGENT SET OUT BELOW BY AN AUTHORISED PERSON AND WILL NOT BE RESPONSIBLE FOR ANY LOSS (WHETHER DIRECT OR INDIRECT) WHICH MAY BE INCURRED AS A RESULT OF THIS TRANSFER BEING INPUTTED TO THE RELEVANT BANK BY LLOYD'S

VALUE DATE
CURRENCY
TRUST FUND TO BE DEBITED

PLEASE DEBIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

PLEASE CREDIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

.....
CONTACT NAME
CONTACT TELEPHONE NUMBER
MANAGING AGENT

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

REPRESENTATIVE OF THE AGENT

THIRD PARTY PAYMENT

TO: STFO - 1ST FLOOR, FIDENTIA HOUSE, WALTER BURKE WAY, CHATHAM MARITIME, CHATHAM, KENT. ME4 4RN
 FACSIMILE 01634 392800

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VALUE DATE
 CURRENCY
 TRUST FUND TO BE DEBITED

PLEASE DEBIT

AMOUNT	ACCOUNT NUMBER	SYNDICATE NUMBER

PLEASE CREDIT

AMOUNT IN WORDS	
BENEFICIARY ACCOUNT NAME	
BENEFICIARY ACCOUNT NUMBER	
BENEFICIARY BANK NAME	
BENEFICIARY BANK ADDRESS	
BENEFICIARY BANK CODE	
INTERMEDIARY BANK NAME	
INTERMEDIARY BANK ADDRESS	
INTERMEDIARY BANK CODE	
DETAILS OF PAYMENT	

CONTACT NAME

CONTACT TELEPHONE NUMBER

MANAGING AGENT

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

REPRESENTATIVE OF THE AGENT