

MARKET BULLETIN

REF: Y4447

Title	2008 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	Mark Baker, Senior Manager, Market Services Finance, Risk Management & Operations Contact details: +44 01634 392517
Date	10 December 2010
Deadline	
Related links	N/A

This bulletin provides information regarding the collection of syndicate results in respect of the 2008 year of account.

1. Exchange Rates and Data Checking

Consistent with the treatment of the previous year-end reporting periods, 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 also be prepared on the same basis as year-end form QMA102. Market Services will utilise the QMA102 to check the returns wherever possible, and agents will be required to provide an explanation for any discrepancies.

Any agents using the Non-Distribution (ND) interest amounts calculated by Market Services will need to include the total value within line 3 (unpaid cash calls) of QMA215.

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 Special Reserve Fund 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 via a separate cash call statement with a due date of 16 June.

3. File Specifications – Members’ and Managing Agents

We have looked at the most recent usage of various codes within the DD files and have decided to remove some of the codes that have not really been used over the last 3 or 4 years. In this connection, we have removed the following codes from the DD file for this year:-

RB12 Schedule 3 charges (formerly schedule 9A charges)

The last time any charges were levied using this code was 2004 account. As schedule 3 charges now tend to be levied on members directly via the Debt Allocation Matrix (DAM) we will not collect any further information via the DD file.

RC70 to RC79 and RC80 to RC89 Foreign Tax

Only one syndicate has charged any foreign tax over the last 5 years and we have agreed a different treatment of these with the relevant managing agency so we will no longer collect any data via these codes.

I have attached a revised file specification to this bulletin and will arrange to send copies to the software houses dealing with creation of files.

There are no changes to either the ND or Agents Expenses specifications

As a reminder, within the DD file, 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.

4. Members' Agents AE Files

As previously requested, when submitting any items using codes RX17 or RX19 (all other expenses PTF & non-PTF respectively), please provide a spreadsheet detailing the expenses to which these relate. This can be provided at the same time as the control sheet. Where agents are collecting profit commission in respect of members' open year releases, these amounts should be submitted as RX19. The accompanying spreadsheet should specify the relevant year of account that profit commission has been charged for. In addition, any members' agents fees being collected for naturally open years should be reported on the DD file as RX17 with the relevant year of account specified. For the closing year of account the total additional members' agents fee associated with that year of account should be reported on the AE file as RX10, with any adjustment for early payment being made using RX21. In the same way the total profit commission charge associated with the closing year of account must be reported under RX11 with any credits for early payment being processed under RX17. This will enable the correct figures to be extracted from the file for tax reporting.

Therefore the 2008 year of account the members' agent fee adjustment and the total 2008 year of account profit commission must be included as RX10 and RX11 respectively. These codes should not include any items for the naturally open years. .

5. Hard Copy Control Sheets

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. Therefore, all control sheets should be signed and scanned and sent to the following mailbox:

DISTRIBUTION@LLOYDS.COM

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

6. 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. Managing agents 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 wishing to take advantage of either service should contact Graham Bonner. The relevant templates & spreadsheets will be available in January.

7. Distribution Timetable

Market Services are again planning to run a 'fast track' distribution for 2008 account. The two deadlines for submission of DD files will be 2nd March for ILV and other "fast track" syndicates (usually those spread syndicates with wholly owned corporate members) and 10th March for all other syndicates. Market Services are currently working on the timetables for the results process. In due course, agents will be advised of the dates on which each syndicate will be required to submit their files.

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

Mark Baker
Senior 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

No codes have been amended for this version

3 Withdrawal/Deletion of codes

RB12 Schedule 3 (formerly schedule 9A) charges

RC70 to RC79 Canadian Withholding Tax (various years)

RC80 to RC89 Other foreign tax (various years)

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.

With the closure of the non-life LATF, all non-life syndicates should report RX30 as zero. Please note this remains a mandatory code.

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. 16 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. 2008
	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 16 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	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.
	ARRANGING MEMBER AGENT	35	38	4	NUM	

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
<i>MEMBER DETAIL</i>	
Member code not equal to the member code in the member header before this set of detail records	reject the file

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

FILE RECORD DEFINITION

Any field in invalid format within member detail	reject the file
<i>MEMBER TRAILER</i>	
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 DISTRIBUTION SYSTEM

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

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
NON LIFE SYNDICATE, RX30 MUST BE 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 2008 Members Agents' Fee Advance	-	The amount of any 2008 PTF advance made to Members' Agents on behalf of names to cover Members' Agent's fee. 2008 syndicates only.

AGENTS ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

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.
	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.

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

	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).
M	RX30	US \$ (LATF) Distribution/Collection amount	+ or -	The amount distributable or collectable in US Dollars arising from the LATF. With the closure of the non-Life LATF, all non-life syndicates should report this amount as zero. It remains a mandatory code.
M	RX40	US \$ (LDTF) Distribution/Collection amount	+ or -	The amount distributable or collectable in US Dollars arising from the LDTF.

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

AGENTS ELECTRONIC FILE EXCHANGE

FILE TYPE DD NAME DISTRIBUTION DATA

TABLE OF TRANSACTION CODES

FILE TYPE	DD	NAME	DISTRIBUTION DATA	
	RX71	Profit commission deficit brought forward	+ or -	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.
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

SPECIAL TRANSACTION CODES FOR OUTGOING MAPA FILES (FROM MARKET SERVICES TO MEMBERS AGENTS) ONLY

RX95	MAPA result attributable to Closed syndicates	+ or -	NB This is a code used to send data to members' agents following MAPA Apportionment. It is not submitted by managing agents. It is the sum of all RX01 results for a name on a MAPA on syndicates which have closed at the accounting date.
RX96	MAPA result attributable to open syndicates	+ or -	NB This is a code used to send data to members' agents following MAPA Apportionment. It is not submitted by managing agents. It is the sum of all RX01 results for a name on a MAPA on syndicates which remain open at the accounting date.

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 31/12/2010
Loss Settlement Date 16/06/2011

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

File transmission time 10:00 hrs nth March 2011

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 ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

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 2010, 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
 - All member codes are valid and the members write on the syndicate / year
 - RX01 correctly calculated (sum of RA01 to RD99)
 - RX01 included for all members
 - RX04 equal to the sum of RX20 + (RX30 + RX40 converted at year-end rate)
 - 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 ELECTRONIC FILE EXCHANGE
FILE TYPE DD NAME DISTRIBUTION DATA

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.....