

## MARKET BULLETIN

REF: Y4766

---

<b>Title</b>	Listing of Lloyd's Syndicates as Eligible Surplus Lines Insurers in the United States Annual Filing Requirements
<b>Purpose</b>	To advise the market of the annual filing requirements set by the NAIC
<b>Type</b>	Scheduled
<b>From</b>	Leslie Redmond, Manager, Overseas Reporting, Market Finance Direct Tel No: +44 (0)20 7327 5490 Email: <a href="mailto:leslie.redmond@lloyds.com">leslie.redmond@lloyds.com</a>
<b>Date</b>	4 February 2014
<b>Deadline</b>	Submit NAIC/IID electronic filing to Lloyd's by 17 April 2014, hard copy filing by 24 April 2014 for onward transmission to NAIC/IID by 15 May 2014
<b>Related links</b>	<a href="http://www.naic.org/committees_c_surplus_lines_iid_plan.htm">http://www.naic.org/committees_c_surplus_lines_iid_plan.htm</a>

---

This bulletin is for underwriting agents having managed syndicates which, are listed as eligible surplus lines insurers on the NAIC's International Insurers Department "IID" Quarterly Listing of Alien Insurers. This listing is an important pre-requisite for syndicates that wish to write surplus lines business in the United States. In order to retain listed status, syndicates are required to make an annual filing to the IID.

The IID sets strict deadlines and fines are imposed for LATE filings, INCOMPLETE or INACCURATE filings and for late payment of listing fees. At present fines are set at a \$1,000 fixed penalty and \$100 per day for each syndicate.

*Please take great care to follow the NAIC's instructions, especially if adding rows to the filing spreadsheets. A failure to follow the NAIC's instructions may result in a filing being considered incomplete and subject to late filing penalties.*

#### Filing fees

An annual listing fee of \$4,500 is payable by each listed Lloyd's syndicate (sub or incidental syndicates, where applicable should also pay the filing fee) and must be paid. Invoices are expected to be issued by the NAIC in early February, when they will be forwarded to you. The payment of these fees will now be collected from syndicates as part of the Central

Accounting Settlement on 20 March 2014. No further action is required from syndicates to ensure payment is made.

If you have any questions regarding the payment of the listing fees, please call Donna Caddy on 01634 392693 or Carolyn Smith on 01634 392922.

### **Completion of the Annual IID filings**

The IID filing pack consists of a number of documents which must be completed and then signed by the Finance Director and another director or the Compliance Officer, in front of a notary public, a Commissioner for Oaths, or a solicitor who holds a practising certificate under section 81(1) of the Solicitors Act 1974.

This year's filing pack is available for download from the NAIC's website [http://www.naic.org/committees\\_c\\_surplus\\_lines\\_iid\\_plan.htm](http://www.naic.org/committees_c_surplus_lines_iid_plan.htm). Once in the web-site scroll down the page and look for Lloyd's Annual Filing on the right-hand side.

### **List of files & their purpose:**

Lloyds_Filing_Instructions.doc	Word file containing various instructions regarding the completion of the filing format.
Lliid.xls	Excel workbook containing the financial filing format.
Lloyds_Interrogatories.doc	Word file containing the interrogatories.
Lloyds_Jurat.doc	Word file containing the Jurat page.
Lloyds_Surplus_Lines_Loss_Reserve_Cert.doc	Word file containing the loss certification wording.
IID_Plan_of_Op_.doc	Word file with the latest Plan of Operation (updated at Feb 2012).
Schedule of fees & other charges	Word file containing the fees and charges

### **US Terrorism Risk Insurance Act of 2002, as amended ("TRIPRA"): TRIA reporting**

This will be a separate return for the 2013 year end, and is also available from the web-site. Detailed instructions will be issued as a separate market bulletin.

### **Submission**

Please note that **three** originals of the filing packs must be notarised, using the Jurat page mentioned above. There are a number of qualified notary firms based around the City, and agents are free to use whichever firm they choose to effect the notarisation. Please send us **two** paper original versions of the packs: one set will be forwarded to the IID and the second copy will be retained by Market Finance for provision of copies to other US State insurance departments. The third copy should be kept for your own records.

To avoid confusion, managing agents are reminded that all documents in the two versions filed with us must be originals, including the Statements of Actuarial Opinion.

**Please also send to us an additional copy of the Statements of Actuarial Opinions (SAO)**, which accompany this filing, so that we may forward those to our Attorney in Fact in Kentucky.

An electronic version of the financial filing format must be submitted by Thursday 17 April 2014 (the excel file should be named "LLiid [4 digit syndicate number] 2013.xls"). This will be collected via the Market Reporting web-site.

The two notarised packs (together with the extra copy of each SAO) must then be hand delivered to the Tenants and Couriers Office on the Lower Concourse by Thursday 24 April 2014, so that they can be filed with the IID in Kansas City by 15 May 2014. Where Market Finance does not receive the notarised packs by 24 April 2014, it cannot guarantee to meet the filing date of 15 May 2014 and the managing agent could become liable to pay the IID penalty fines for late filings.

For convenience a check list has been included with this letter to help you ensure that you file the correct items and number of copies with Market Finance. A copy of this checklist should be returned to Market Finance.

As in previous years, in order to reduce the administrative burden falling upon managing agents' in the completion of these filing requirements, Market Finance will also be providing the IID with extracts (in hard copy and electronic format) from the Syndicate Return on managing agents' behalf.

As you will be aware, NAIC rely on Lloyd's Individual Registration regime for the necessary declaration of underwriters and directors of Managing Agents. However in the annual IID filing pack you should still list the names of all such individuals.

### **Communications with the IID**

Please provide this department with copies of **all** significant communications with the IID, as this will help us to keep our records up to date, to anticipate problems, and to assist where we can. Their address is:

NAIC - International Insurers Department  
1100 Walnut Street  
Suite 1500  
Kansas City MO 64106-2107  
U.S.A.  
Attn: Bob Schump

**It is particularly important to address any communications for the attention of the IID, as many thousands of domestic US companies write to the NAIC, and there have been problems in the past with IID items being mixed in with these for domestic US companies.**

If you have any queries regarding the completion of financial data, please call Julie Fox in Market Finance (on extension 5299) or me (on extension 5490). Please direct any other queries to Steve Yates in International Regulatory Affairs (on extension 5351) or Luther Collins (on extension 6355).

Queries may also be e-mailed to [Lloyds-MR-OverseasReporting@lloyds.com](mailto:Lloyds-MR-OverseasReporting@lloyds.com)

Leslie Redmond  
Manager, Overseas Reporting  
Market Finance

**Check list of documents/files to be submitted to Market Finance for the y/e 2013 NAIC/IID return**

Syndicate Number

Was the syndicate listed as at 1 January 2014? Yes/No – delete as applicable

Was the syndicate listed as at 1 April 2014? Yes/No – delete as applicable

If the answer to either question above is “No” then a filing is not required.

If a filing is required please ensure that the following items are returned to Market Finance in accordance with the instructions in the main body of this market bulletin. Please also ensure that you retain any copies you require for your own records, in addition to the items listed below:

Item	Format	Number of ORIGINAL copies	Included in filing made to Market Finance?
Complete IID filing y/e 2013 <ul style="list-style-type: none"> <li>• Jurat page</li> <li>• IID financial filing format</li> <li>• Interrogatories</li> <li>• Statement of Actuarial Opinion                             <ul style="list-style-type: none"> <li>○ Net World-wide</li> <li>○ Gross SLTF</li> </ul> </li> <li>• 2013 Syndicate Annual Report and Accounts</li> <li>• Letter of explanation</li> </ul>	Hard copy with original signatures on all Jurat pages and all Statements of Actuarial Opinion	<b>2</b>	
Additional copy of both Statements of Actuarial Opinion	Hard copy with original signatures	<b>1</b>	
IID financial filing format	Electronic – submitted via Market Reporting web-site	<b>1</b>	N/A – to be filed electronically by 17 April 2014

Contact in case of query or missing items (Please complete in BLOCK CAPITALS):

Name:	Telephone number:	e-mail address

Please provide a completed copy of this checklist with the hard copy return you make to Market Finance for each of your managed syndicates, which is due in by Thursday 24 April 2014.