

## Changes to Coverholder Permissions Attestation

<b>Coverholder Legal Name (the firm)</b>	
<b>PIN</b>	
<b>Sponsoring Managing Agent and Syndicate Number</b>	
<b>Sponsoring Broker</b>	
<b>Type of change to permission?</b>	

**As the sponsoring Managing Agent please confirm the following declaration for the proposed change to coverholder's permissions:**

We have reviewed the submission on ATLAS and to the best of our knowledge the information within the task and any documentation uploaded is correct.

We also confirm that in our opinion -

- We have fully completed our due diligence and we are satisfied that the coverholder is suitable for this change to their permissions.
- [Where applicable]. If the firm will now be handling claims, we are satisfied that they have the requisite claims skills and resources to handle claims efficiently, effectively, and fairly

In addition to the above attestation please confirm that:

- [Where applicable]. You have liaised with the relevant Lloyd's country manager(s) prior to submitting the change\*.
- You have reviewed the referral criteria on Lloyds.com, identified any required referrals, and received Lloyd's prior approval where required.

<b>Attestation</b>		
I confirm the firm has been assessed and reviewed against the points in this document and the firm meets the Managing Agent's and Lloyd's requirements.		
I confirm, where applicable, any referrals and Country Manager interactions have taken place and we can evidence these referrals should this ever be required.		
I confirm this business has already been agreed within our syndicate business plan		
Name and position:	Signature:	Date:

\*You can find contact details of the Lloyd's country managers [here](#)

### Checklist for Managing Agents

1	<p>ATLAS has been completed, you have reviewed the change of permission task and checked all information is correct? (If not please return the task and ask for information to be updated at this point)</p> <p><i>*It is the MA's responsibility to ensure you have reviewed the task and are comfortable the information is correct prior to submitting the task to Lloyd's.</i></p>	
2	<p>You have reviewed the referral criteria and any referrals have been identified.</p> <p>If any regional or COB referrals required, the Underwriting Referral Document has been completed, or any additional regional requirement details provided, and sent to <a href="mailto:coverholders@lloyds.com">coverholders@lloyds.com</a>?</p>	
3	<p>Where applicable, you have received confirmation to continue, from the Lloyd's DA Team for any referrals?</p>	
4	<p>You have completed your own internal due diligence</p>	
5	<p>Attestation has been signed (with no amendments)</p>	
6	<p>The task can now be submitted on ATLAS and attestation sent to <a href="mailto:coverholders@lloyds.com">coverholders@lloyds.com</a></p>	

Please do not submit the task on ATLAS to Lloyd's until you have completed all the steps above and received approval from the relevant parties.

We will return any incomplete applications.