**DDM Contract Admin Checklist for DCOM/DDM integration**

Once the contract has been automatically created in DDM, the Contract Admin should perform the following checks before moving the contract from “Draft” status to “Signed” status:

1. Check all Coverholders are on the contract (if all Coverholders on the contract in DCOM are not from the same organisation, they will not be added in DDM).

2. For each section, if Brokerage was provided as an amount rather than a percentage in DCOM, then set up Brokerage percentage.

3. Add Additional Deductions (default value is 0).

4. Check Class of Business on each section is correct (the first Generic Class of Business is taken from each section in DCOM).

5. Multi-section / multi-currency binder - update section currency where it is different to contract currency.

6. Confirm Maximum Limit of Liability is correct.

7. Add Settlement Due Days.

8. If an insurer is present on a section more than once, either set up the Consortium in DDM, or add the market share together. If the Consortium is not already available in the DDM reference data, it will be need to be added via DDM Service Now request.

9. If "Other" was selected for a Non-Lloyd's insurer (NLI) in DCOM, the NLI will need to be added via DDM Service Now request and then added manually to the contract.

10. Check Claims Authority is correct and set up currency and limit for DCAs.

11. Check Section General Rules fields and add Days Policy Issued Post Inception.

12. Confirm Section Order is correct for each section (as this value is provided once at contract level in DCOM and may vary per section).

13. Add / extend Reporting Channels.

14. Create / extend / amend Bespoke Rules