

Lloyd's Capital Return 2020

FAQs

CHANGES FROM THE PREVIOUS VERSION

The only changes made to the LCR on MDC, since the year-end coming into line (CIL) submissions were approved, have been minor text amendments. There is no impact on any data fields or requirements. Other points to note for the mid-year CIL process are shown below:

Foreign Exchange (FX) Rate

- All submissions for the mid-year Coming Into Line (CIL) exercise must be modelled at the year-end FX rate of USD1.32.

General

- Any GBP fields in the LCR are displayed in units and rounded to zero decimal places (a maximum of 5 decimal places (dcp) is permitted as an input for these fields in MDC).

We advise agents that while the MDC system accepts 5 dcp, it has proved problematic to reconcile/pass some of the validation tests within MDC and so agents are advised to insert units with zero dcp to avoid complications.

- You can check the dcp present in MDC by pressing F2 while on a cell. The decimals will then be displayed in the status bar.

Future LCR Updates

- There are several improvements, currently being planned, aimed at improving the overall experience when using MDC and the LCR. The key items proposed are:
 - plans to add tolerances around all validation tests, which should reduce the number of warnings and errors encountered
 - improvements to form 600 analysis of change
 - removal of some questions in the supplementary questionnaire forms
 - creation of a full csv upload option
 - other error fixes or minor improvements to functionality

These are subject to approval by Lloyd's and the developers and then the proposals will be discussed further with the LMA in the coming months ready for the 2021 return.

Documents to Upload

- If uploading a large number of attachments, please do this via SecureStore. See the Document Uploads section below (page 13) for full details.

Key Contacts

- If you have specific questions regarding data treatment, process questions or anything else non-MDC portal related please contact your MRC Point of Contact in the first instance.
- Any issues related to the MDC portal itself should be directed to:

mdcsupport@lloyds & copy kevin.barnes@lloyds.com

GENERAL QUESTIONS:

Q. When will I be using MDC?

A. All LCR submissions must be made into the MDC platform.

Q. How do I add in business classes that are not in the SBF?

A. The LCR will be linked to the relevant SBF and the business classes will be available for selection to populate the supplementary questionnaire whilst creating the LCR in MDC. Should you need to add further capital related classes of business that are not in the SBF, then this must be administered by your devolved MDC administrator prior to creating the LCR. The capital classes will then be available for selection upon set-up.

Q. How do I add in capital classes of business to the LCR reference table?

A. Please find below process of adding a new class of business via the data management section.

1. To perform this task, your devolved administrator must assign you the roles of:
 - o reference data submitter
 - o reference data approver
2. Navigate to the syndicate class of business reference table click on Data Management > Data Maintenance > Market Reference Data > Syndicate Class of Business.
3. Click on the edit option on the right top corner.
4. Right click on any row and click the option add a new row.
5. Enter syndicate number under entity, class of business code under class of business and class of business description under class of business name. The start and end date determine the validity of a class of business, so pick a long end date and it will remain available in MDC for future returns, pick a start date prior to the current date in order to see it in the system. For the start and end dates, please do not select the date from the calendar (known bug) but input on the line manually.
6. Right click on any row and click the option add another new row, follow the same process.
7. Click on Validate.
8. Click on Save.

Please note class mappings should be representative of your modelling and planning approaches. You can select your own coding as long as it is clear what the class is to the reviewers.

Q. How are the classes of business selection, at the start of the return, mapped to the return datasets?

A. Below is the current mapping:

Selection at start of return	Which lists in MDC it affects
500A	500
500A	502
500A	562 col A - selection at start of return
510A	510
561	561
561	562 col B - selection at start of return
562	562 col A - in LCR
562	562 col B - in LCR

Q. Why can I not see all the classes I need in form 562?

A. The selection of classes for form 562 has not been developed properly and will be amended for the mid-year CIL version. The current workaround is that you need to add the classes to 561 that you want to see in 562 (as the 562 only shows the options that have been selected in 561) and leave those not needed in 561 blank. This means they are then available to select in 562.

Q. How do I upload data via the MDC excel template?

A. Please find below the process for uploading data into MDC via the MDC Download to Edit function:

1. Create a new 'Manual' return in MDC.

Note: the classes of business selected at the start of the return will not be able to be changed once data in excel has been uploaded.

2. Navigate the Download option. Action > Download > Download to Edit.
3. Populate the template with the datasets from your internal systems.
4. Select the Return in MDC.
5. Navigate the Download option. Action > Upload

Note: Once an excel template has been uploaded into MDC it is no longer available for editing and reuploading into MDC. You must either edit within MDC directly or 'download to Excel for Edit' a second time and then edit that second version.

Q. How do I upload data via the csv template?

A. This functionality is only currently available for the 2019 elements of the LCR (**forms 309 to 314 –but excluding new columns**). Please find below the process for uploading data into MDC via the csv upload function:

1. Download the 2020 csv template from lloyds.com <https://www.lloyds.com/market-resources/capital-and-reserving/capital-guidance/internal-model-scr>
2. Insert the syndicate number into the top row (cell D1), ensuring the format is text. Ensure an apostrophe is inserted at the start (e.g. '1234). If the syndicate number has a leading zero, ensure all zeros are included (e.g. '0001).
3. Input data into column B and save file.
4. Create a new return in MDC:
 - i. In the Returns list, click 'UPLOAD CSV' box.
 - ii. Enter a Version Name, then Browse for the csv file on the local drive.
 - iii. Click Upload.
 - iv. Address errors (if any) via the Error Report download, then re-upload csv file.

Q. Can I upload macro enabled documents to the MDC platform?

A. This function is not available in the MDC platform. Please ensure all excel documents are macro-free.

Q. Why is some information not visible when I scroll in the internet browser?

A. This can be mitigated by only using specific internet browser applications, such as Internet Explorer application. Please avoid using MS Edge.

Q. Why do I get an error when I copy and paste cells within the MDC platform?

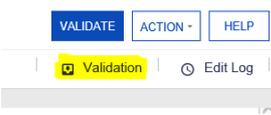
A. This can be mitigated by copying and pasting cells of the same shape. For example, one cell cannot be pasted over several cells, like in other applications

Q. Why can I not see some text that has been inputted in the MDC platform?

A. Some of the free text cell inputs in MDC do not have a wrapped format. Therefore, to see all text, it is useful to 'hard return' (press Alt + Enter) to make the text visible. Alternatively, you can edit your text in another application (such as Notepad), then paste into MDC.

Q. Why am I seeing an error on a text field?

- A.** Text fields have 1000 character limit, for example the questions fields on form 400 may need to be checked that the limit as not been exceeded.
- Q. What exchange rate should I use?**
- A.** Please calculate the SCRs on the same exchange rate that was used in the linked SBF return (except for March resubmissions where the year-end FX rates must be used for the LCR which will diverge from the SBF at this stage only).
- Q. Do Lloyd’s mandate rates of exchange to use in the September Lloyd’s Capital Return (end June rates) represent a model change compared to the March rates used for the initial submission?**
- A.** This depends on whether agents consider that FX rates are an input of data or a parameter. For those that treat this as a parameter and have adopted the latest level 3 guidance, then yes this is a model change. There are no current requirements to obtain Lloyd’s approval of such a change. In view of the small movements in rates, we consider that all model change policies we have seen would treat this as a minor change. Noting the exchange rate used on form LCR 313 serves as sufficient notice for Lloyd’s in respect of this.
- Q. My colleague is having trouble logging into MDC and/or cannot see the MDC return, what should I do?**
- A.** Please speak to the administrator at your syndicate, they can grant access to the LCR return. If you cannot access the MDC system, please contact MDC support:
mdcsupport@lloyds
- Q. Does the SCR submission require board sign-off?**
- A.** All SCR submissions require full Board sign-off.
- Q. Do syndicates still need to submit the ECR calculation?**
- A.** No requirement to submit.
- Q. If I want to resubmit or start a new task, do I have to start again from scratch?**
- A.** No, you can copy data form a previous return (including the warning comments). Edits can then be completed for the resubmission. These steps should allow copy of the data and comments:
1. Click on Returns button.
 2. Select 2020 u/w year.
 3. Select version to copy and press the copy button.
 4. Insert new version name.
 5. Class of Business selections should be replicated, move through stages by clicking next & generate.
 6. Question – do you want to copy data from previous version = ‘Click Yes’.
 7. For warnings comments you have the function to download warnings to excel, update the comments and upload into the return to populate the same comments in the new version.
 8. The process suggestion is to download the warnings file –

a. Click on Validation  ;

b. click on the Action Button within the Validation bar  and

- c. Then 'Download Warnings' from the original submission (blue arrow above),
- d. Copy and paste the comments from the original to the new template (warnings should be in same order as long as no changes were between downloads)
- e. Then upload via the 'Upload Comments' function in the validations bar (red arrow above).

FORM SPECIFIC QUESTIONS

Form 012

Q. What is the new hypothecated return option?

A. This enables the user of the return to prepare an LCR for consideration by Lloyd's without it being a formal return signed-off by the Board at the syndicate. Examples of such returns include RITC submissions, or pre-stop loss capital submissions.

Form 309

Q. In the uSCR calculation, is there any allowance for binary event risk?

A. There is no provision required at the 1:200 in the uSCR for binary events. You do need to ensure that the 1:200 is taken from the full distribution, which includes the binary event allowance.

Q. Should insurance risk values include or exclude diversification between premium and reserve risk?

A. Agents are advised to submit premium and reserve risk pre-diversification values (columns A and E) prior to any diversification with each other and prior to any diversification within the risk category, e.g.

- *On a one-year basis*, the Premium risk stand-alone value is £15m; Reserve risk is £10m. After diversification between the two, premium risk value is assessed at £12m and reserve risk at £8m. After diversification with other risk categories the value for insurance risk is £18m.
- Please submit £15m in pre-diversification column A line 2 and £10m in column A line 3
- Please submit £20m in pre-diversification Insurance risk total column A line 1.
- Please submit £18m in post diversification Insurance risk total column C line 1.

This methodology applies to both one year and ultimate splits.

Q. Should RI and Other Credit risk values include or exclude diversification within the risk type?

A. Reinsurance and Other Credit risk pre-diversification values should be submitted prior to diversification within the risk category and line 4 should be after diversification between Reinsurance and Other Credit risk. The post diversification Credit risk total should be post diversification with other risk categories (please review Insurance risk point above).

Q. Our syndicate is in Run-Off and we have not entered a value in Premium risk, should I tick the checkbox at the bottom of the page?

A. No, only Run-Off agents that submit a value in the premium risk category should tick the checkbox and then provide justification for the value entered using the comments section within the MDC system before submission.

Q. How do I report the expected underwriting profit in premium risk?

A. This should be included within premium risk and not as an offset in the diversification credit (line 10).

Q. What is meant by the phrase 'net of the expected return more than the risk-free rate'?

A. Investment returns in excess of the risk-free rate, and the risk arising from changes to the risk-free rate, should be included within market risk not insurance risk.

Q. The guidance suggests we must assume investment profit is released annually and not rolled up in shareholders' funds through to ultimate. What about other sources of profit?

A. The guidance is covering all sources of profits including underwriting. It is designed to avoid the mean being inflated by the rolling up of investment returns on the retained profits (all sources). At the 1:200, the syndicate is in deficit, so we are not facing the same issue of a block of retained profits attracting returns to ultimate.

Q. Should I be providing discounted values in form 309?

A. The 1:200 outcomes on premium and reserve risk should be consistent with the stress on an undiscounted basis.

Q: How should the reinsurance contract boundary adjustment figure be derived?

A. This figure is derived in the supplementary questionnaire based on inputs relating to the technical provisions and model output. Further detail on the derivation of the adjustment based on these figures is included in the SCR guidance and notes to the supplementary questionnaire.

Form 310

Q. Is the 99.5th value on form 310, the same as the headline SCR on form 309?

A. Yes, please refer to the Instructions for further information and this element has been amended to automatically complete from the data entered on form 309.

Q. If the Mean value (column A) is deemed to be a loss by the syndicate (i.e. a positive value), what do I do?

A. The return can accept a positive value, so please complete as necessary. The warning (to allow positive values) will prevent submission of the LCR, until a comment has been provided within the business validations section of the MDC System.

Form 311

Q. Should I complete form 312 before I finalise form 311?

A. Yes, column H of form 312 will be used to pre-populate column H of form 311.

Q. Should we include underwriting and reserve risk losses?

A. Yes. We are looking for the sum of claims (including ALAE) being paid during the modelled (= proposed) year plus those reserved for at the end of the model year. The claims can emerge from new business or previously written business.

Since the provisions at the start of the model year are on a best estimate basis, the assumption is that on average there will be neither a reserve release nor a reserve increase at the end of the model year. So, for previously written business, the mean claims paid during the modelled year plus the mean reserves at the end of the modelled year are the same as the starting reserves on an undiscounted basis.

Therefore, an equivalent calculation for the total modelled losses would be to take the reserves at the start of the modelled year plus the claims arising on new business (earned and unearned) during the modelled year.

Table 1 is the aggregate result for all years (1993 to proposed year plus closing unincurred legal obligations for the one-year basis, 1993 to proposed year for the ultimate basis). Table 2 splits the mean into underlying pure year and closing unincurred legal obligations. Closing unincurred legal obligations means the unincurred legal obligations in the net Technical Provisions set up at the close of the modelled year.

Q. Does “underlying pure year” refer to the Calendar Year or the Year of Account?

A. Year of Account

Q. Should syndicates account for the profit in the UPR?

A. Form 311 is concerned with claims (including ALAE) only, so there will be no profit as such. The claims (including ALAE) to include in Section 2 are on a best estimate basis, so will be based on expected profitability.

- Q. Should we include any investment income in the figure provided?**
A. No. The claims should be undiscounted.
- Q. Should we include expenses in the figure we provide?**
A. ALAE only
- Q. Do you want us to provide you with the underwriting result (i.e. premiums less losses) or just the loss amount?**
A. The loss amounts only (claims plus ALAE).
- Q. Should the 99.5th and other percentiles include the risk of exchange rate movements?**
A. No. Form 311 is for insurance risk only.
- Q. When it says “one-year view” does that relate only to expected undiscounted claims arising from premiums earned in or before the modelled year, or including reserves at the end of the year that relate to all future earned premium?”**
A. It should include claims arising from premiums earned in or before the modelled year plus claims from unearned premiums and the Unincpected Legal Obligations in the Technical Provisions set up at the end of the modelled year.
- Q. Should the mean net of reinsurance values in Table 1 be the same for both one-year basis (A1) and ultimate basis (A3)?**
A. No, they are expected to differ. This is because the one-year figure should include Unincpected Legal Obligations in the closing technical provisions re the 2018 year of account and the ultimate figure should not.
- Q. I have inputted adjustments to the total mean modelled insurance claims that have a material impact to the final values, what should I do?**
A. Any material adjustments require an explanation to be included within the documentation to be attached.
- Q. I have inputted new business values adjustments to the total mean modelled insurance claims that have a material impact to the final values, what should I do?**
A. Any material adjustments require an explanation to be included within the documentation attached. Any values entered in years of account outside of the last three open years also require an explanation.
- Q. Should values in this form be undiscounted?**
A. Yes.
-

Form 312

- Q. I have a negative allocation on a year of account split, what should I do?**
A. Negative values are now acceptable for the insurance losses in columns A, B, C, H, I, J.
As negative insurance losses can now be excluded within the Lloyd’s model manual edits are no longer required.
- Q. I need to submit negative values on this form, is that okay?**
A. Agents are requested to justify any negative values in columns D, E, F, G, K, L, M, N, O with a brief explanation as an attached document. Lloyd’s may have to manually amend them back out, so please only submit them if necessary.

Q. Should the TPs in form 312 be for the opening or closing of the year?

A. Closing as at December 2019.

Q. I have a larger Net value than I do for the Gross equivalent, is that okay?

A. Lloyd's cannot accommodate net values larger than gross and will need to make manual edits prior to loading the data to the benchmark model. Therefore, where possible please avoid this data entry and should you submit larger net than gross data please provide an explanation within the comments section in MDC System.

Q. Am I correct in interpreting the guidance to mean that binder business should not be included in modelled unaccepted business? Is this intended to be consistent with the calculation of technical provisions and the guidance issued for that work-stream?

A. That is our recommendation, but agents may include them if that is how they define contract boundaries. Either way, the calculation of technical provisions and the SCR should be consistent in the treatment of binder business.

Q. Do you require the SCR to be adjusted for the risk margin held in the TPs? Does that mean we need to reduce the SCR we report in the LCR accordingly?

A. The risk margin in the ultimate SCR is considered in the TPs (as a "cost of capital") and is run-off to zero. Any gain made by the difference between the ultimate 1:200 losses and the time zero balance sheet, can be set off against reserve risk. So, if the deterioration to ultimate from existing TPs (stated at best estimate pre-risk margin) is 20 and overall SCR ignoring the risk margin movement is 100 then:

SCR is 95, reserve risk is 95. On the excel s/sheet, show mean of -5, stress of 20, reserve risk 15.

The risk margin in the one-year SCR will have a held value at twelve months' time and therefore will be considered as part of the reserving risk (charge for accepted business) and in the premium risk calculations (new business bound from 1st January 2020).

Q: How should managing agents treat accrued managing agent profit commission in their projected December 2019 balance sheets and SCR calculations in the Lloyd's Capital Returns (LCR)?

A: The best estimate profit commission (PC) should be established on a basis consistent with the presentation of the Solvency II balance sheet and balances due to members. The adjustments required from the actual syndicate balances on a UK GAAP basis to prepare modelled assets equal to net technical provisions on a Solvency II balance sheet should consider the open year PC accrual on a Solvency II basis.

We would expect agents to assume that the 2017 account closes, and PC is paid away with the closing profits on a GAAP basis.

Where the Solvency II balance sheet reports different net balances because of the change in the calculation of technical provisions, the PC accrual in the balance sheet should reflect this. i.e. if the Solvency II net balance is higher than under UK GAAP, this would trigger a higher PC payable and this amount should be the basis of the accrual in the December 2018 balance sheet (T0).

The PC accrual reverses when assessing the 1:200 capital requirements, provided agents can demonstrate through the model that the relevant year of account is loss making at the 1:200 overall for the syndicate. In those instances, yes, the PC is "loss absorbing".

Form 313

Q. Should the SBF data link to my latest SBF or current year SBF?

A. The LCR submission must be linked to the latest SBF. Data within the LCR and SBF returns are directly inputted into the syndicate and member capital setting processes and therefore must be the most up to date information. A material change in your SBF should pre-empt an update to your LCR return.

Q. Why is the 'Return Information' required?

A. This data assists the relevant Lloyd's teams with their review.

Form 314

Q. How can the warning code V31433 be mitigated?

A. The warning code V31433 (which fails if cell D1a is positive) is currently erroneous, as this warning contradicts the check against this cell being equal to cell F1a, which has a warning that fails if cell F1a is negative. This will create a warning which is unavoidable, please input the comment "NA" until a fix is implemented in MDC.

Q. Why is there a warning on the interest rate risk – liabilities, that mean should equal the 1:200 on an ultimate basis?

A. This field should only capture the unwinding of time 0 discount credits to ultimate, which is deterministic at time 0. There is no risk associated with this. This is consistent with previous guidance (see 2017 YOA guidance, Appendix 3). Any risk associated with changing interest rates affecting the value of held securities and return on investment should be captured within the interest rate risk – assets line. On a 1-year basis, the interest rate risk – liabilities line should capture the change in discount credit from t0 to t1 provisions (which could include the impact of changes in risk free rates, run-off of business, and discounting credits related to new business liabilities at t1), and thus the mean will not ordinarily equal the 1:200.

Forms 500, 502, 510

Q. Why are the Net Claims Percentiles Totals not equal to the aggregate of the Class of Business entries?

A. This is intentional, as the sum of the classes and Totals are all manually inputted. They also constitute the components for analysing various Fully Dependent versus Modelled metrics. The "Total" percentile figures are the diversified totals and not the sum of the class results.

Q. Is the validation correct on the mean net claims?

A. The validation screen suggests that the validation is pointing to the 'All Other' cell, rather than the sum of the mean net claims. Please note the logic in the validation is correctly validating against the sum of the column not just the 'All Other' line as the validation highlighting suggests. If you are still failing the validation, please check the rounding of the values in the column and then ensure the column total match the form 313 cells per the specification.

Q. What is the validation error relating to?

A. A new auto-calculated Total cell has been added for the new Post-diversified claims column in the Question 1 table of each of these forms (500 & 502 columns I(i) Total, 510 column F(i)). This will enable syndicates to more easily check any potential Validation error in the Net Claims Percentiles 99.5th column. Syndicates do not now need to manually input into these cells.

The accompanying text in these LCR forms (final bullet point in Question 1) for the "Post diversified claims" field is incorrect and does not match the validation test applied to the Total row. Agents should complete the "Post diversified claims" field in line with the validation test, i.e. provide post-diversified claims for the risk category being captured in the respective forms, and not contribution to insurance risk.

Form 520

Q. On what basis should I complete question 6?

A. A risk basis to be consistent with form 314.1.

Form 521

Q. Why are the 'Fully Dependent less Modelled' metrics calculated differently in question 7 versus other parts of the form?

A. The calculations in this part of form 521 are erroneous. Please disregard these cells until a fix is implemented in MDC. Correct data can be added by MRC please provide the corrected details to the e-mail at the end of this document.

Form 540

Q. Why are the SCR upper/lower bounds not showing correct in question 1?

A. Please make sure that you have entered the following data and formats into the table (this will be hard coded in the next version for mid-year):

		A	
		Simulations	Comments
1	No. of simulations	50,000	e.g. sims
2	SCR Percentile	99.5	Must enter 99.5
3	Confidence Level for Range	1.0%	Must enter 0.95
4	Confidence Interval	61	
5	SCR - Upper bound	49,781	
6	SCR - Lower bound	49,720	

Form 562

Q. Which classes of business are available for selection in the SBF Class column?

A. Classes of business are available for selection in the LCR once they have been manually inputted into the Syndicate Classes of Business reference table within the Data Maintenance section on MDC. These can be monitored and edited by devolved administrator at your syndicate.

Q. Why can I not see all the classes I need in form 562?

A. The selection of classes for form 562 has not been developed properly and will be amended for the mid-year CIL version. The current workaround is that you need to add the classes to 561 that you want to see in 562 (as form 562 only shows the options that have been selected in form 561) and leave those not needed in 561 blank. This means they are then available for selection in form 562.

Q. Why can I not see the classes on 562 despite following the above advice?

A. The classes are available just click in the blank rows – press return then they appear for selection (this should be fixed for mid-year CIL version).

Q. Why do I get a duplicate row data input error despite there being no duplicate rows?

A. This occurs when duplicate rows have been deleted, but not all original rows eradicated from the table. To remove the error, all original rows pertaining to the error need to be removed, and data reinputted into one row.

Form 600

Q. Which returns are being compared?

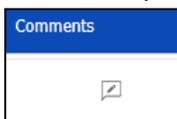
A. The column on the left is the LCR return you are completing. The column on the right will be the previous LCR (this is under development to allow drop down and user selection from any submitted return, but this function will not be available until later in the year).

Q. Why are there two rows showing the Ultimate Premium and Reserve Mean twice?

A. The Premium and Reserve Risk Mean rows in the One Year section are pointing to the Ultimate data fields inputted into form 314 cells A2 and A3. These should be pointing to the One Year data fields inputted into form 520 cells U2 and U3. Please ignore these rows and use the Ultimate rows above for inputting any comments if required.

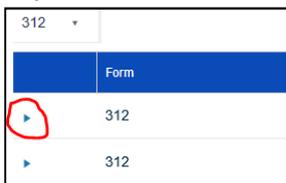
Warnings & Comments

- When uploading the comments for warnings, do not do this while within the workflow as this can be problematic. Please try to upload the warnings comments from Excel whilst in the return view.
- The process for copying comments is described towards the end of the general FAQs.
- Maintain the same shape of the data file too, so don't add any columns / rows or change the order of the warnings from the version that you download from MDC to complete.
- Every warning requires a comment before the LCR can be submitted.
- When completing loading comments on MDC there is the following symbol on warnings



click this to enter comments.

- The cursor does not change when hovering over the comment box, but press it anyway and the warning box will appear. This summarises the test and allows comments to be entered at the bottom of the section and then save the comments.
- If you do not see the comment symbol (above), look to the left of the screen for this symbol:



which will expand to show all the warnings for comment. Forms with multiple lines (i.e. 311/312) may have the arrow on the left-hand side of the screen (non completion will prevent submission, so if you see a warning while trying to sign off check for this symbol and expand to complete).

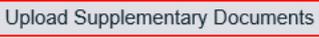
Document Uploads

- The file size limit for uploading to MDC is 15 MB. Files supported are:
 - Zip, ppt, ppts, pdf, doc, docx, docm, wml, dot, dotm, xls, xlsx, xlsb, xlt, jpg, png, xml, csv, tsv, json, txt, bpmn, app and form.
- You can create a zip folder and then link once rather than multiple times, which is quicker.
- Please note that documents should be added to the Task. If you add documents into the 'supplementary Documents Upload' section of the workflow then only one file will be visible to Lloyd's. The section is really for any commentary you want to add on top of what you attach as standard and as mentioned only displays the last uploaded document to us.
- Should you encounter issues uploading or have a large number of attachments, then please load any required documents to the SecureStore system using the following path:

[\(Lloyds.com>ToolsandSystems>SecureStore>MRC - Syndicate Capital Setting\)](#)

Workflow Completion and Submit to Lloyd's Process

- Once all the errors have been removed and all warnings have a comment attached, including the expanded 311/312 comments, then complete a final validation (press 'VALIDATE' button).
- The next step is to link to a workflow (if you already linked the return skip down to ix).
 - i. Press  in the main function bar.
 - ii. Select the relevant LCR Submission Date in the 'Business Calendar' list.
 - iii. Press  (on the right hand-side).
 - iv. Press 'Yes' to navigate to the task (if you press no then got to  and then  to see the task you just created.
 - v. Press  to select the LCR return you have been working on and just validated.

 - vi. Press the view symbol  on the return you wish to link.
 - vii. Press  in the top right corner
 - Any errors will prevent linking – fix them first.
 - Any missing comments can also prevent linking, so complete these too.
 - Remember to validate again after any changes are made.
 - viii. Press ok if the return links successfully.
 - ix. Within  then  you should see the task created with the linked return and will be titled 
 - Only the version name is shown (not the version number – a change request will be raised to add this).
 - x. Press  to take ownership of the task.
 - xi. Navigate to  if not redirected automatically.
 - xii. Select the workflow that now shows the version number and name you are trying to submit.
 - xiii. Press  to move through to the next stage once all validation is completed.
 - xiv. Navigate to  you should see the task titled 
 - xv. Press  to take ownership of the task.
 - xvi. Navigate to  if not redirected automatically.
 - xvii. Select the workflow that now shows the version number and name you are trying to submit.
 - xviii. Upload the supplementary documents, with comments where necessary.
 - xix. Press  to move through to the next stage once all documentation is uploaded.

- xx. Navigate to **Available** you should see the task titled **Review Return**
- xxi. Press **Claim** to take ownership of the task.
- xxii. Navigate to **Assigned** if not redirected automatically.
- xxiii. Here your assigned sign-off manager should assess the validity of the return using the **View Return** button to assess the data.
- xxiv. Press **Sign Off** when acceptable for submission to Lloyd's.
- xxv. Navigate to **Available** you should see the task titled **Submit to Lloyd's**
- xxvi. Press **Claim** to take ownership of the task.
- xxvii. Navigate to **Assigned** if not redirected automatically.
- xxviii. Add any final comments or conduct any required reviews (i.e. if your internal process has different sign-off to submitter roles assigned).
- xxix. Press **Submit to Lloyd's** and the task will be final and move to the **Completed** section.

Please e-mail any Q&A's to the e-mail below if you think they will help others.

Please contact Lloyds-MRC-Help@lloyds.com with any further questions you may wish to see within this document.

Last updated: 26 February 2020

By: MRC MI Team
