

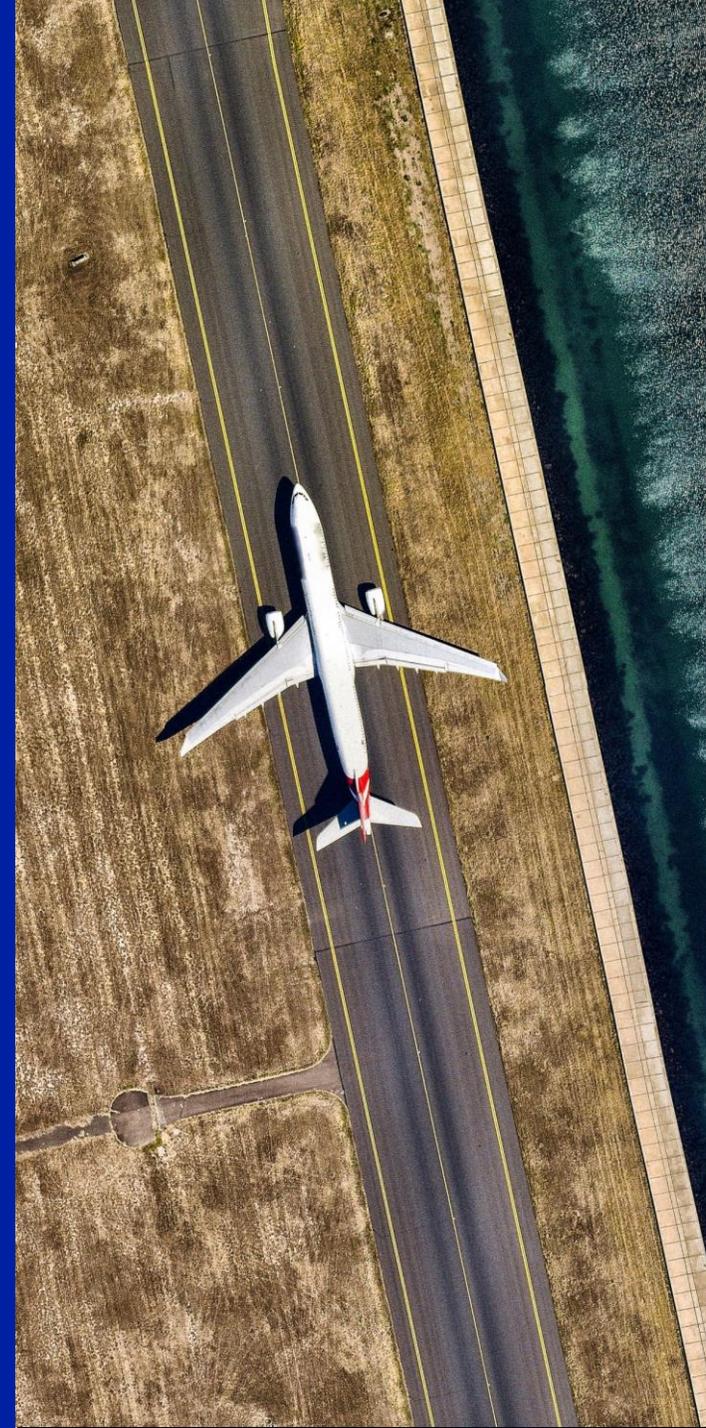
DCOM business readiness support session



Today's agenda

- 1 | Business Readiness Checklist
- 2 | Onboarding Request - Reminder
- 3 | User Access Control Approach
- 4 | DCM Data Capture for Registration
- 5 | ATLAS Data Cleansing
- 6 | Next Steps and Q&A

Appendix



Share your anonymous questions & feedback



Go to: <https://www.menti.com> and enter pin: **4293 3384**

The screenshot shows the Mentimeter website interface. At the top, a browser address bar displays "https://www.menti.com" with a lock icon on the left and a star icon on the right. Below the address bar is the Mentimeter logo, which consists of a colorful bar chart icon followed by the word "Mentimeter" in a large, bold, black sans-serif font. Underneath the logo, the text "Please enter the code" is centered. Below this text is a wide, thin rectangular input field containing the code "12 34 56". Centered below the input field is a blue rectangular button with the word "Submit" in white text. At the bottom of the screenshot, the text "The code is found on the screen in front of you" is centered.

DCM readiness checklist for Change Leads (page 1 of 2)

#	Workstream	Owner	Activity	Method	Start	Due
1	Readiness	Change Lead	Complete BAR contract review activities <u>Please see Data Quality in the Business Readiness Toolkit</u>	Update in BAR	14/01/21	31/03/21
2	Training	Change Lead	Confirm number of end-user and Devolved Admin for instructor-led training purposes using Training Registration Form	Change Leads to email DCOMtraining@lloyds.com	18/01/21	09/03/21
3	Readiness	Change Lead	Develop a change and adoption plan for your organisation	Develop internal plan based on activities in the business readiness checklist and Lloyd's delivery plan when communicated	01/03/21	09/04/21
4	Readiness	Change Lead	Attend Admin Domain and Access Control briefing calls with Compliance, DA Manager Legal representatives	Webinars	09/03/21	17/03/21
5	Onboarding	Change Lead	Confirm Onboarding Registrant and Admin Domain for each legal entity requiring access to DCM	Email sent by DA Change Team	09/03/21	26/03/21
6	Readiness	Change Lead	Share copy of approved MUA with Legal Signatory / Legal team	Email copy of approved MUA	TBC	TBC
7	Readiness	Change Lead	Access control design signed-off by all relevant legal and compliance teams within your organisation's legal structures	Using Example User Hierarchy Template to document access control approach	16/03/21	30/04/21
8	Readiness	Change Leads/DA Managers / Devolved Admins	User permissions are clearly documented ahead of Devolved Admins attending training.	Using Devolved Admin Configuration Table, document user permissions for each Admin Domain.	16/03/21	15/05/21
9	Onboarding	Nominated Registrant	Complete Onboarding Registration form for each admin domain within your organisation (to confirm Legal Signatory, Authorised Contact and Devolved Admins)	Emailed link to Onboarding Registration form	12/04/21	30/04/21
10	Training	Devolved Admins	Book slot for Devolved Admin training	Emailed link to training booking page	19/04/21	14/05/21
11	Onboarding	Legal Signatory	Sign DCM Market User Agreement	Automatic notification from ServiceNow to sign Legal Agreement (Adobe e-sign)	03/05/21	31/05/21
12	Readiness	Change Lead	Attend deep-dive demo(s) with Compliance, Heads of DA	Webinar	TBC	TBC
13	Readiness	Change Lead	Test URLs access for self-service Devolved Admin training materials (on ServiceNow), in case of firewall issues.	Link to ServiceNow page	TBC	TBC

DCM readiness checklist for Change Leads (page 2 of 2)

	Workstream	Owner	Activity	Method	Start	Due
14	Training	Devolved Admins	Attend Devolved Admin training	Teams link in downloaded Calendar Invite and email reminder	TBC	TBC
15	Training	Pre-Go live training end-users	Book slot for Pre-Go Live DCM instructor-led training sessions	Emailed link to training booking page	TBC	TBC
16	Onboarding	Authorised Contact	Create, approve and manage their organisations Devolved Administrators	ServiceNow Form sent in an automated email	TBC	TBC
17	Onboarding	Devolved Admins	Create users and configure their access to DCM	ServiceNow Form sent in an automated email	TBC	TBC
18	Training	Pre-go Live Training Participants	Attend instructor-led training sessions (Pre-Go Live)	Teams link in downloaded Calendar Invite and email reminder	TBC	TBC
19	Comms	Change Lead	Organise email communication to organisation to notify of switch-over from BAR to DCM (including access instructions)	Adapt template provided by DA Change Team	TBC	TBC
20	Comms	Change Lead	Organise communication to organisation signposting to self-service training materials	Adapt template provided by DA Change Team	TBC	TBC
21	Training	Post-go Live Training Participants	Book slot for Post Go-Live Instructor-led training sessions	Emailed link to training booking page	TBC	TBC
22	Training	Change Lead / Internal IT Team	Test URLs access for self-service end-user training materials (on ServiceNow), in case of firewall issues	Link to Market Support Centre portal	TBC	TBC
23	Readiness	Change Lead	Test URLs access for DCM in case of firewall issues	DCM live environment	TBC	TBC
	Go-Live	N/A	System Go-Live	N/A	TBC	TBC
24	Readiness	Change Lead	Conduct spot check of migrated contract data following data migration	Email Market Support Centre (email TBC) with any specific data migration issues	TBC	TBC
25	Readiness	Change Lead	Communicate go-live to their organisation via email	Template provided by DA Change Team	TBC	TBC
26	Training	Post-go Live Training Participants	Attend post-go live instructor-led training	Teams link in Outlook Calendar Invite	TBC	TBC

ACTION REMINDER: Onboarding Registrant Email (to be submitted by 26th March)

Following the briefing call (9th March) Change Leads were sent an email to confirm the Registrant and Admin Domain:

1. **Registrant per legal entity**, to commence the onboarding process.
2. **Admin Domain(s) per organisation**, to commence access control design approach.
 - Lloyd's *recommends* that organisations opt for a single Admin Domain, where possible, as segregation of participants can still be achieved using separate Managerial Groups.
 - Some organisations such as those with more complex legal structures may require multiple admin domains if complete segregation of entities **and Devolved Admins** is required, with no visibility of registration data between entities.

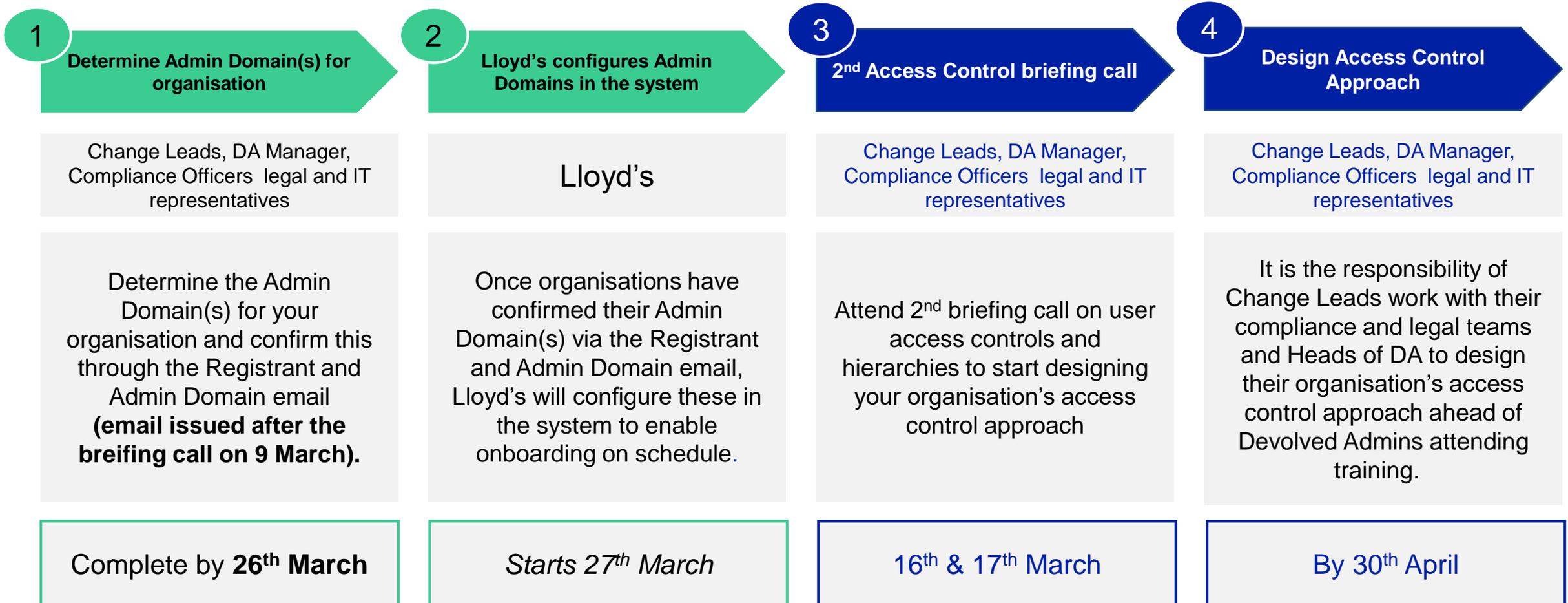
It is vital that Change Leads engage the Head of Delegated Authorities within their organisation, and work with them to validate which Admin Domains should be setup with internal compliance and legal counterparts, before confirming this to Lloyd's by 26 March.

The decision on Admin Domain(s) is the responsibility of your organisation, and the appropriate option will depend on how your organisation wants to manage access control across different legal entities.

If you do not provide this information on time (26th March) you risk not being able to onboard your organisation on schedule and in time for go-live

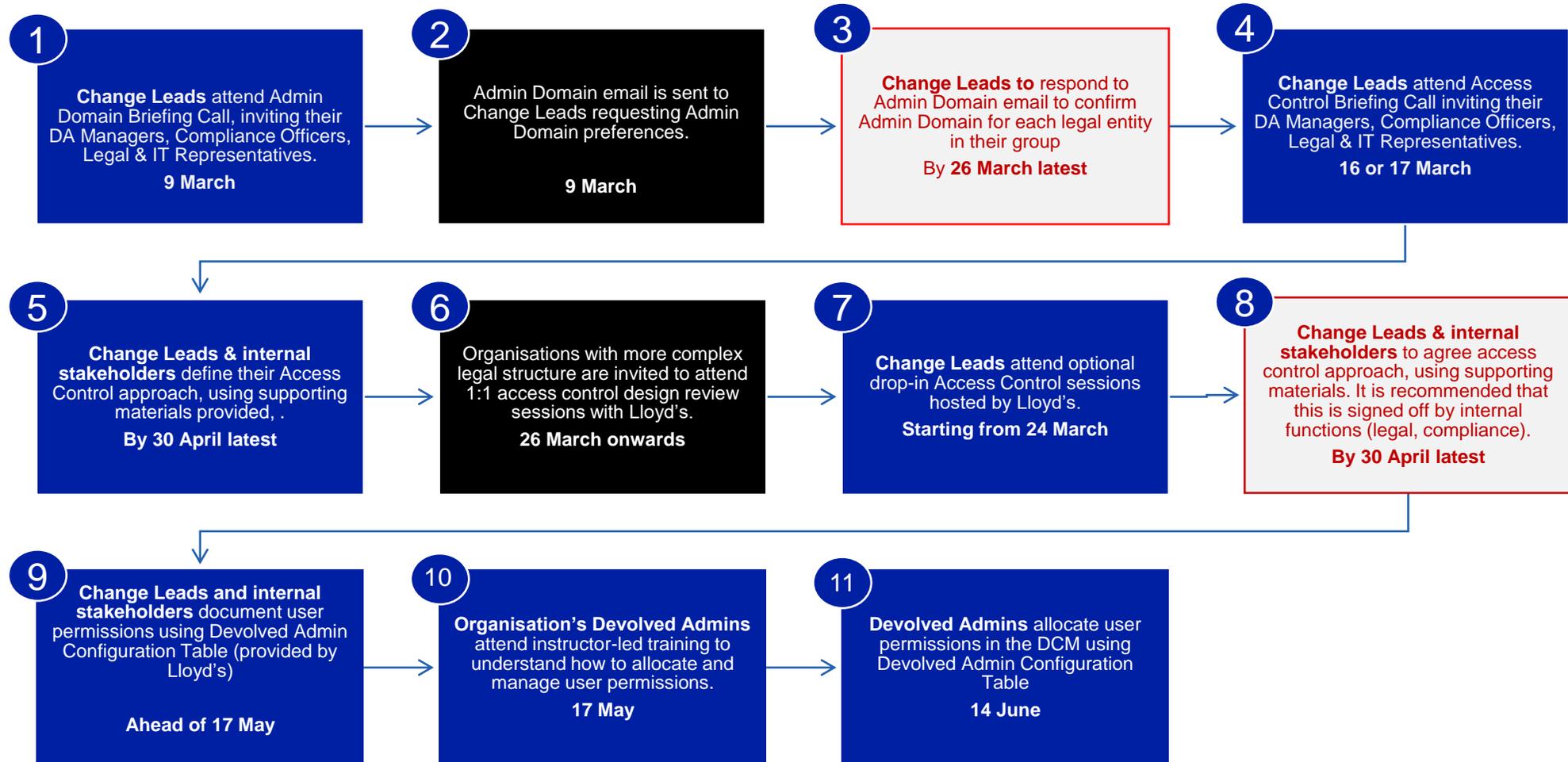
Access Control Process For Organisations

- **Steps 1 & 2** N.B Session on 9th March was focused on Admin Domains
- **Steps 3 & 4** We will host a second briefing call on 16th & 17th March to provide more detail on designing your broader access control approach





Access Control Design Process



<https://www.lloyds.com/conducting-business/delegated-authorities/the-delegated-authority-programme/communications>

Communications

Important updates from Lloyd's Delegated Authority Programme to DA Change Leads

[Home](#) > [Conducting business](#) > [Delegated Authority](#) > [The Delegated Authority Programme](#) > [Communications](#)

[Change Lead Launch Webinar](#) 

[Business Readiness Support Sessions](#) 

[DCM User Access Controls](#) 

[Admin Domain Briefing Call - 9th March](#)

[Admin Domain Briefing Call Presentation – 9th March](#)

[Admin Domain FAQs](#)

DATA CAPTURE FOR REGISTRATION – THE NEED FOR CHANGE

- There are more **mandatory** fields to populate in Delegated Contract Manager (DCM) than in BAR
- The **dynamic nature of data capture** means there are additional '**conditionally mandatory**' fields, based on a user's answers to specific questions
- Additional data capture is required to:
 - Provide **enhanced structured data** capture at registration (e.g. Product Risk Rating, DCA info, enhanced Client Classifications); BAR data is incomplete and no longer adequate for oversight purposes
 - **Improve the quality of data**; we will have **one version of the truth** of a contract across the whole Lloyd's Delegated Authority ecosystem
 - **Feed downstream systems**, specifically Delegated Data Manager (DDM)¹; **minimising the need for re-keying** of data at a later point in the process
- We recognise this will cause **additional effort up front** so have tried to make data capture as painless as possible:
 - **~45% of mandatory fields are automatically populated** (e.g. through integration with internal Lloyd's systems) or **defaulted** (e.g. based on answers to previous questions) on a registration with one section. **This will increase with every section added**
 - **Manually populated fields are intended to be straightforward to populate and enhance data quality** (~35% are dropdowns or search bars with pre-determined data)
- The **non mandatory fields** in DCM are not required for registration but enable the **contract builder**. For Release 1, it will be possible to generate a skeleton contract in Microsoft Word, with the Schedule populated using data captured during registration - though this is not mandatory
- In future releases, the scope of this contract builder will increase to include the whole contract and DCM will be integrated with participant systems using an inbound and outbound API, reducing the need to re-key data further
- The slides below contain specific analysis of fields by category, together with data capture requirements for a 'Simple' and 'Complex' journey. As build activities are yet to be completed, this is still subject to change

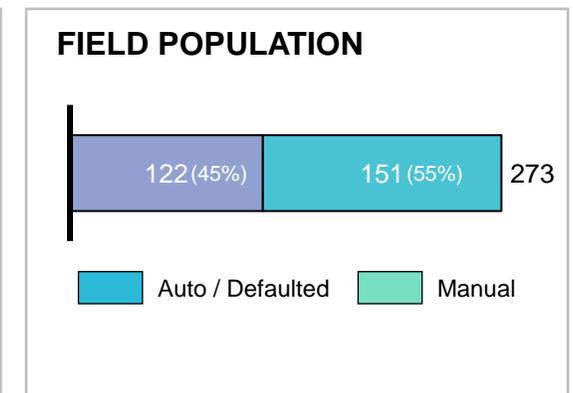
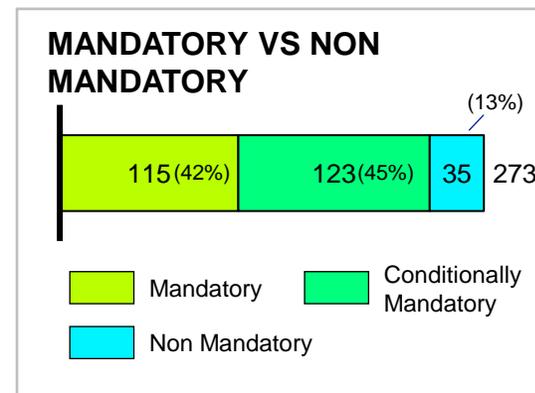
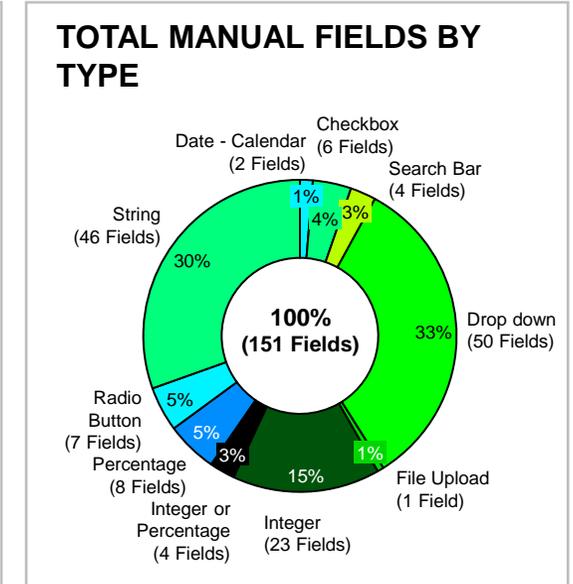
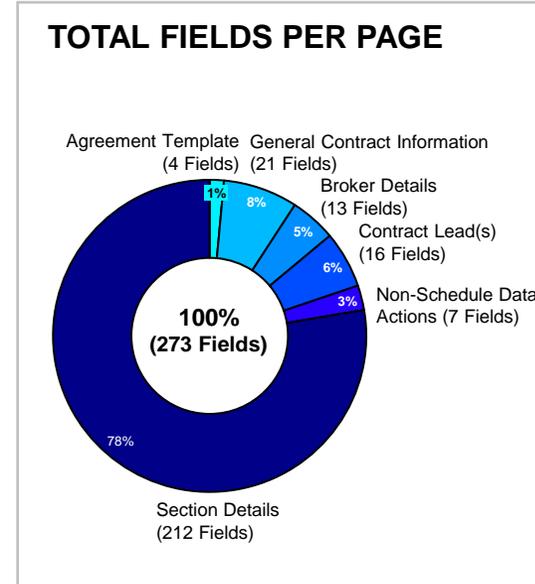
NOTE: For the purposes of this analysis, a 'field' is defined as a single data capture box. For example, the question asking users to enter: "The person(s) responsible for overall operation and control", is deemed to have three fields: 'First Name', 'Surname', 'Email'; despite being associated with one question. However, where one user action populates multiple data capture boxes, this is deemed to be a single field (e.g. Generic COB and High Level COB are selected with one click). This approach gives the most realistic view of user effort.

¹ DDM integration will be achieved as part of a future release

TOTAL FIELDS – 1 SECTION

There are 273 fields in DCM that can be populated. Mandatory and conditionally mandatory fields are required for registration, whilst the non mandatory fields are included to facilitate the skeleton contract builder & improved data capture

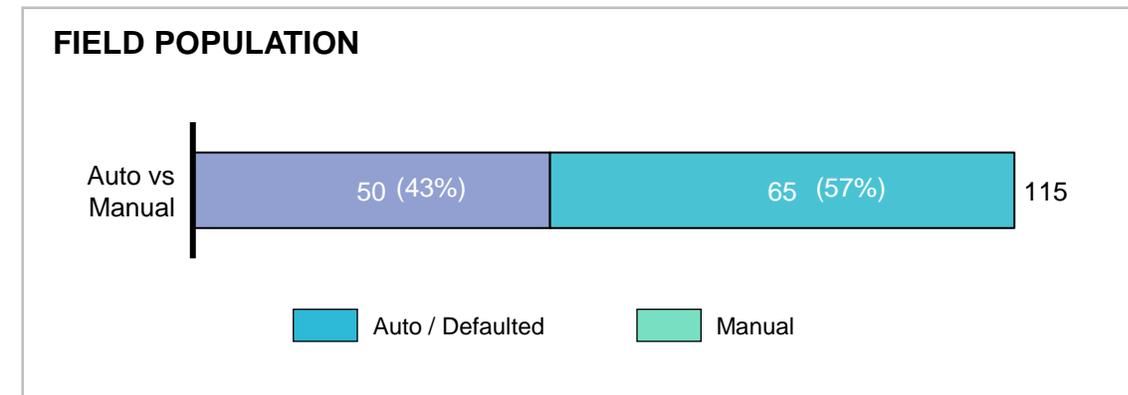
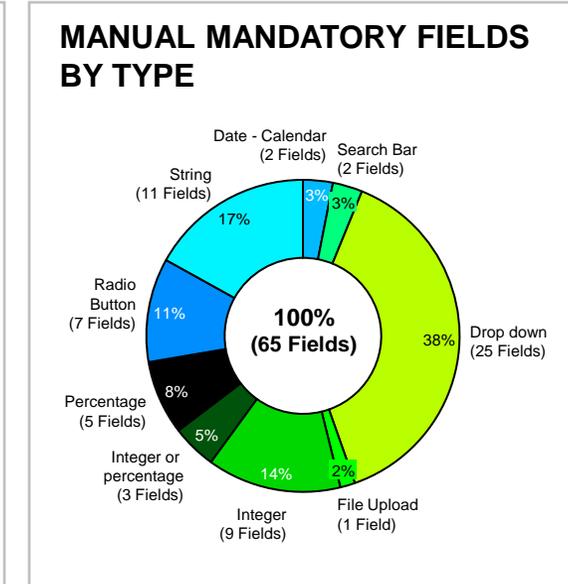
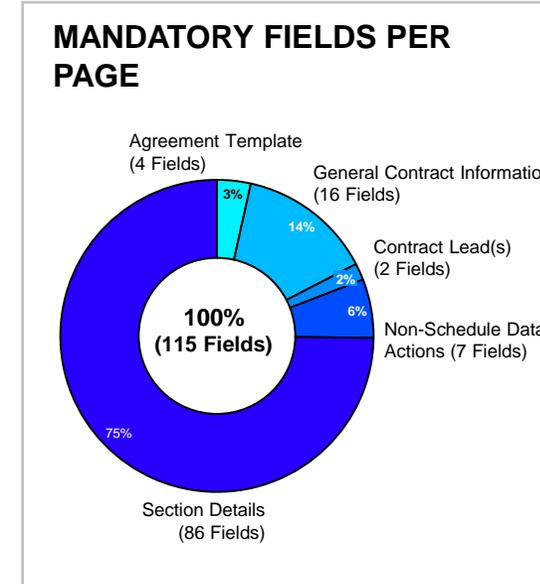
TOTAL FIELDS PER PAGE	Auto / Defaulted	Manual	Grand Total
Agreement Template	-	4	4
Agreement Template	-	4	4
Core Contract Details	5	-	5
Core Contract Details	5	-	5
General Contract Information	7	9	16
General Contract Information	7	9	16
Broker Details	8	5	13
Broker Details	8	5	13
Contract Lead(s)	11	5	16
Contract Lead(s)	11	5	16
Section Details - Common & Individual Sections	82	91	173
Coverholder / Service Company Details	12	3	15
Person(s) Responsible for Operation and Control	-	10	10
Territorial limitations	-	9	9
Period Of Insurances Bound	-	3	3
Commissions	4	14	18
Claims and Complaints	3	11	14
Reporting and Aggregate Exposures	36	11	47
Capacity Details	24	18	42
Non-Schedule	2	11	13
N/A	1	1	2
Section Details - Individual Section only	7	32	39
Gross Premium Income Limit	1	2	3
Authorised Class(es) of Business and Coverage(s)	6	30	36
Non-Schedule Data	-	2	2
Non-Schedule Data	-	2	2
Actions	2	3	5
Actions	2	3	5
Grand Total	122	151	273



MANDATORY FIELDS – 1 SECTION

There are 115 mandatory fields in DCM, the majority being on the Section Details page. ~45% of all fields are automatically populated / defaulted based on answers provided to previous questions and through the integration with the Market Participant Register (MPR)

MANDATORY FIELDS PER PAGE	Auto / Defaulted	Manual	Grand Total
Agreement Template	-	4	4
Agreement Template	-	4	4
General Contract Information	12	4	16
General Contract Information	7	4	11
Core Contract Details	5		5
Contract Lead(s)	-	2	2
Contract Lead(s)	-	2	2
Section Details - Common & Individual Sections	35	42	77
Coverholder / Service Company Details	-	1	1
Person(s) Responsible for Operation and Control	-	9	9
Territorial limitations	-	3	3
Period Of Insurances Bound	-	3	3
Commissions	3	5	8
Claims and Complaints	-	5	5
Reporting and Aggregate Exposures	28	4	32
Capacity Details	3	5	8
Non-Schedule	1	7	8
Section Details - Individual Section only	1	8	9
Gross Premium Income Limit	1	2	3
Authorised Class(es) of Business and Coverage(s)	-	6	6
Non-Schedule Data	-	2	2
Non-Schedule Data	-	2	2
Actions	2	3	5
Actions	2	3	5
Grand Total	50	65	115



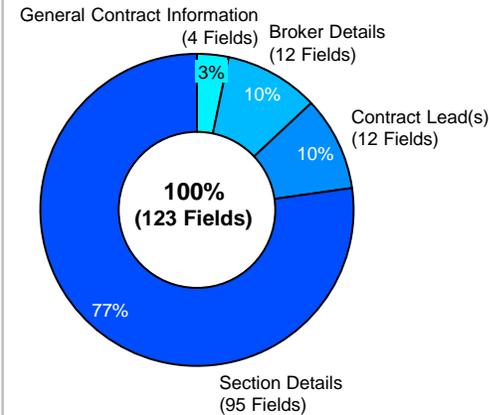
CONDITIONALLY MANDATORY FIELDS – 1 SECTION

As a result of DCM's dynamic data capture, there are 123 conditionally mandatory fields in DCM which a user will be asked to populate based on responses to previous questions. **These are required for registration**

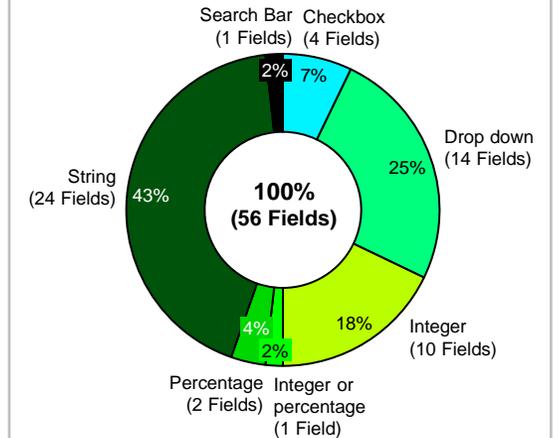
CONDITIONALLY MANDATORY FIELDS PER PAGE

	Auto / Defaulted	Manual	Grand Total
General Contract Information	-	4	4
General Contract Information	-	4	4
Broker Details	8	4	12
Broker Details	8	4	12
Contract Lead(s)	10	2	12
Contract Lead(s)	10	2	12
Section Details - Common & Individual Sections	45	31	76
Coverholder / Service Company Details	12	-	12
Territorial limitations	-	3	3
Commissions	1	8	9
Claims and Complaints	3	6	9
Reporting and Aggregate Exposures	8	4	12
Capacity Details	19	9	28
Non-Schedule	1	1	2
N/A	1	-	1
Section Details - Individual Section only	4	15	19
Authorised Class(es) of Business and Coverage(s)	4	15	19
Grand Total	67	56	123

CONDITIONALLY MANDATORY FIELDS PER PAGE



MANUAL CONDITIONALLY MANDATORY FIELDS BY TYPE



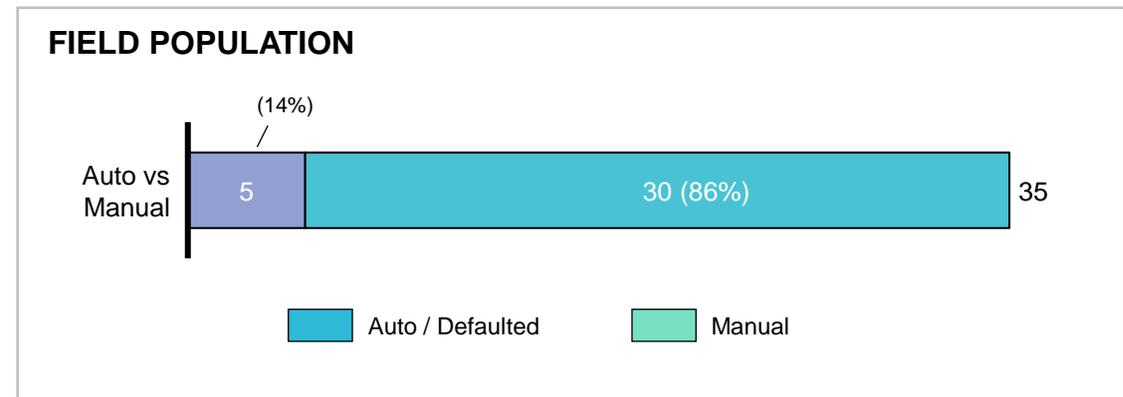
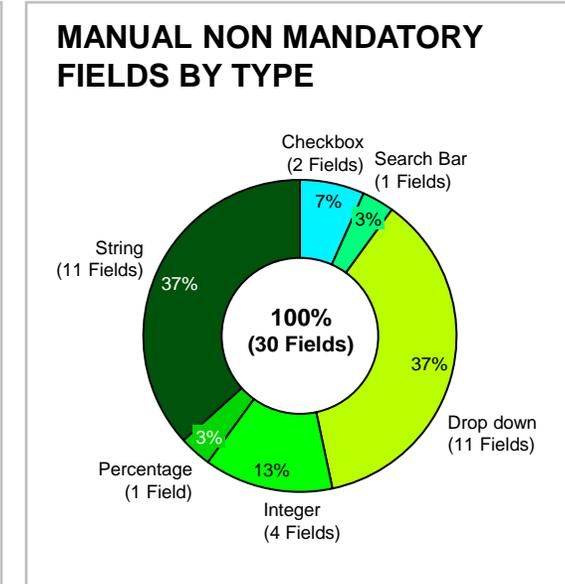
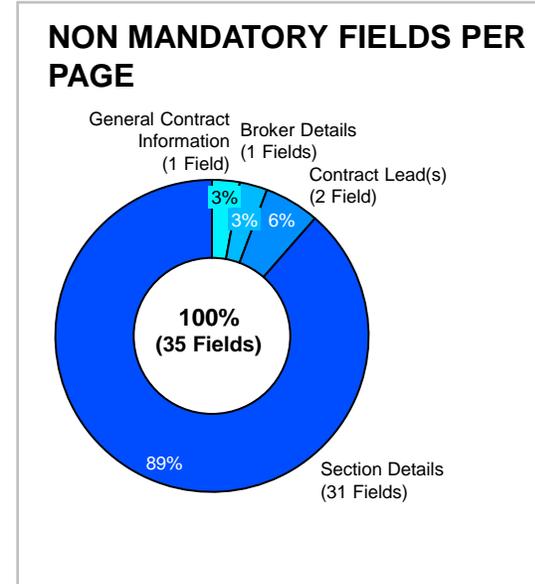
FIELD POPULATION



NON MANDATORY FIELDS – 1 SECTION

To facilitate DCM's skeleton contract builder and improve data capture, there are a further 35 fields which a user can populate. These are predominantly entered manually and are **not required for registration**

NON MANDATORY FIELDS PER PAGE	Auto / Defaulted	Manual	Grand Total
General Contract Information	-	1	1
General Contract Information	-	1	1
Broker Details	-	1	1
Broker Details	-	1	1
Contract Lead(s)	1	1	2
Contract Lead(s)	1	1	2
Section Details - Common & Individual Sections	2	18	20
Coverholder / Service Company Details	-	2	2
Person(s) Responsible for Operation and Control	-	1	1
Territorial limitations	-	3	3
Commissions	-	1	1
Reporting and Aggregate Exposures	-	3	3
Capacity Details	2	4	6
Non-Schedule	-	3	3
N/A	-	1	1
Section Details - Individual Section only	2	9	11
Authorised Class(es) of Business and Coverage(s)	2	9	11
Grand Total	5	30	35



SIMPLE & COMPLEX REGISTRATION EXAMPLE SCENARIOS

We recognise that registrations come in different shapes and sizes. A simple and complex registration scenario have been devised to help illustrate the impact on data capture requirements

SIMPLE REGISTRATION

- LMA3113
- Any Time Zone
- Not a sub-contract
- 1x contract currency
- Not processed by Lloyd's direct reporting
- 1x broker
- 1x contract lead
- 1x section
 - 1x coverholder
 - No profit commission
 - No fees charged OR deducted in addition to premium etc.
 - No delegated claims and complaints
 - Risk location, insured domicile, territorial limits; all in one country
 - Reporting and aggregate questions set to defaulted options
 - 1x High Level & 1x Generic COB
 - Deductibles per Generic COB
 - 1x section lead
 - 1x section follow

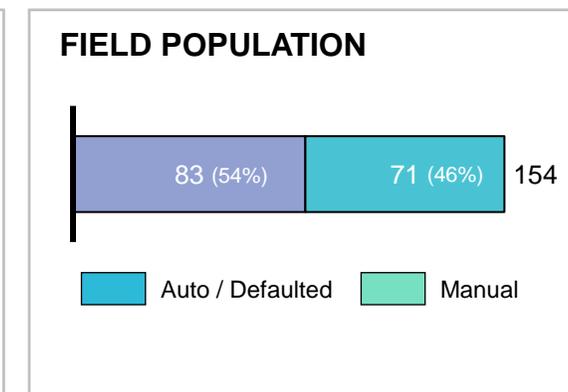
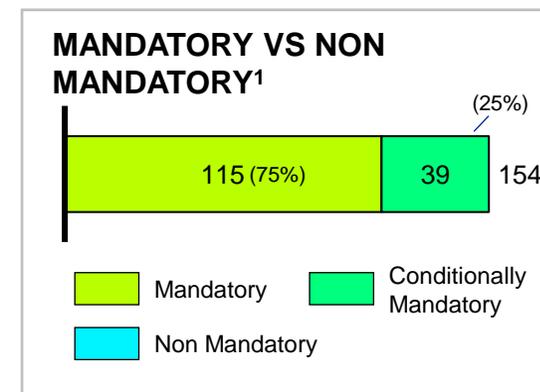
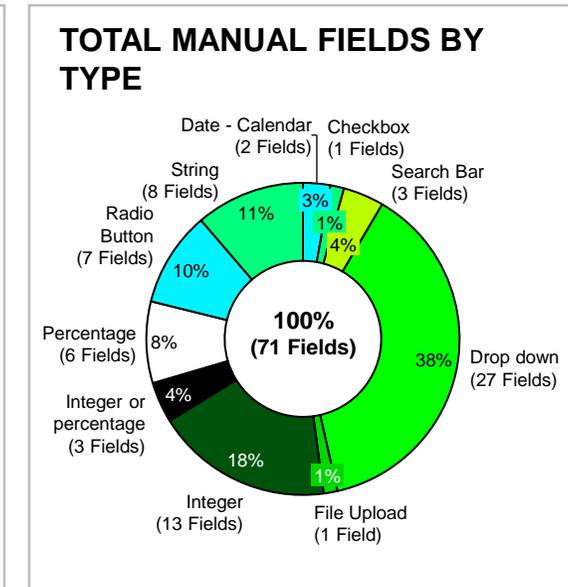
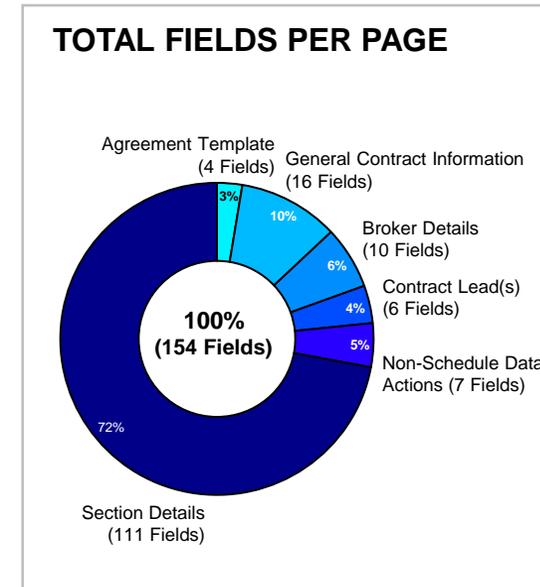
COMPLEX REGISTRATION

- LMA3113
- Specific time zone / Both days not inclusive
- Not a sub-contract
- 1x contract currency
- Not processed by Lloyd's direct reporting
- 1x broker
- 2x contract leads
- 5x individual sections
 - 1x coverholder (common across all sections)
 - Profit commission breakdown (common across all sections)
 - Delegated claims & complaints (common across all sections)
 - Risk location & territorial limits; in different countries to insured domicile (common across all sections)
 - Reporting and aggregate questions set to defaulted options (common across all sections)
 - 2x section leads (common across 4 out of 5 sections, different on one section)
 - 3x section follows (common across all sections)
 - 5x High Level & 5x Generic COBs, different per section
 - Deductibles per High Level & Generic COB
 - 2x perils included, one each on the first 2 sections
 - Deductibles and maximum limits per peril

SIMPLE REGISTRATION JOURNEY – 1 SECTION

The simple journey includes only mandatory and conditionally mandatory fields

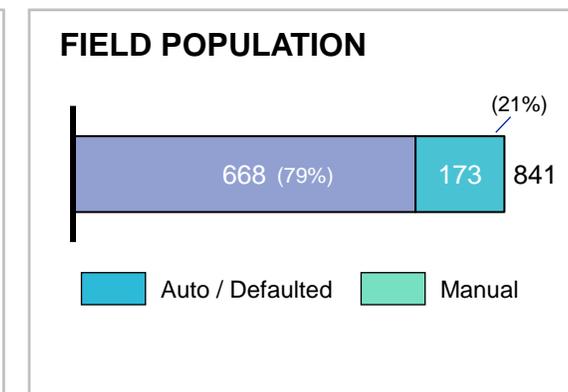
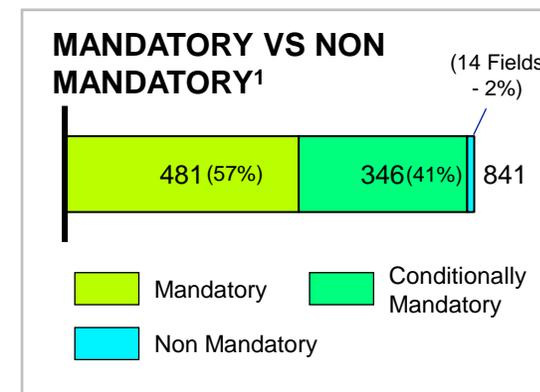
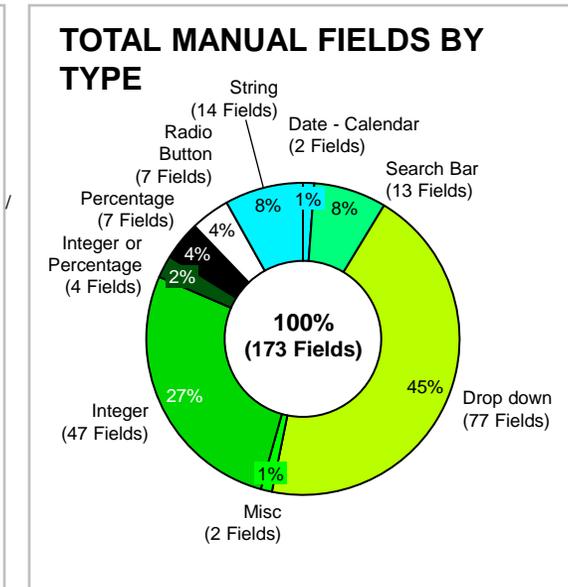
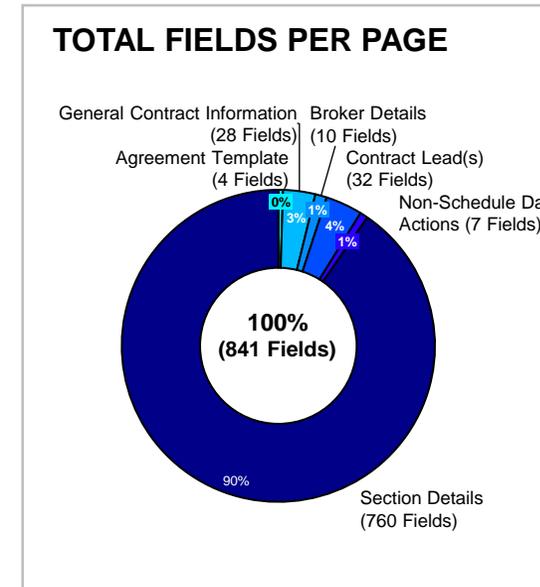
TOTAL FIELDS PER PAGE	Auto / Defaulted	Manual	Grand Total
Agreement Template	-	4	4
Agreement Template	-	4	4
General Contract Information	12	4	16
General Contract Information	7	4	11
Core Contract Details	5		5
Broker Details	6	4	10
Broker Details	6	4	10
Contract Lead(s)	4	2	6
Contract Lead(s)	4	2	6
Section Details - Common & Individual Sections	56	39	95
Person(s) Responsible for Operation and Control	6	3	9
Territorial Limitations	2	1	3
Period Of Insurances Bound	-	3	3
Commissions	3	6	9
Claims and Complaints	-	5	5
Reporting and Aggregate Exposures	28	4	32
Capacity Details	10	9	19
Non-Schedule	1	7	8
Coverholder / Service Company Details	6	1	7
Section Details - Individual Section only	3	13	16
Gross Premium Income Limit	1	2	3
Authorised Class(es) of Business and Coverage(s)	2	11	13
Non-Schedule Data	-	2	2
Non-Schedule Data	-	2	2
Actions	2	3	5
Actions	2	3	5
Grand Total	83	71	154



COMPLEX REGISTRATION JOURNEY – 5 SECTIONS

The proportion of fields a user has to populate manually reduces with additional sections added as a result of the common and individual sections 'Apply' functionality and the ability to copy sections

TOTAL FIELDS PER PAGE	Auto / Defaulted	Manual	Grand Total
Agreement Template	-	4	4
Agreement Template	-	4	4
General Contract Information	20	8	28
General Contract Information	11	8	19
Core Contract Details	9	-	9
Broker Details	6	4	10
Broker Details	6	4	10
Contract Lead(s)	28	4	32
Contract Lead(s)	28	4	32
Section Details - Common & Individual Sections	563	73	636
Person(s) Responsible for Operation and Control	42	3	45
Territorial Limitations	12	3	15
Period Of Insurances Bound	12	3	15
Commissions	59	11	70
Claims and Complaints	59	11	70
Reporting and Aggregate Exposures	164	6	170
Capacity Details	152	28	180
Non-Schedule	33	7	40
Coverholder / Service Company Details	30	1	31
Section Details - Individual Section only	49	75	124
Gross Premium Income Limit	13	2	15
Authorised Class(es) of Business and Coverage(s)	36	73	109
Non-Schedule Data	-	2	2
Non-Schedule Data	-	2	2
Actions	2	3	5
Actions	2	3	5
Grand Total	668	173	841

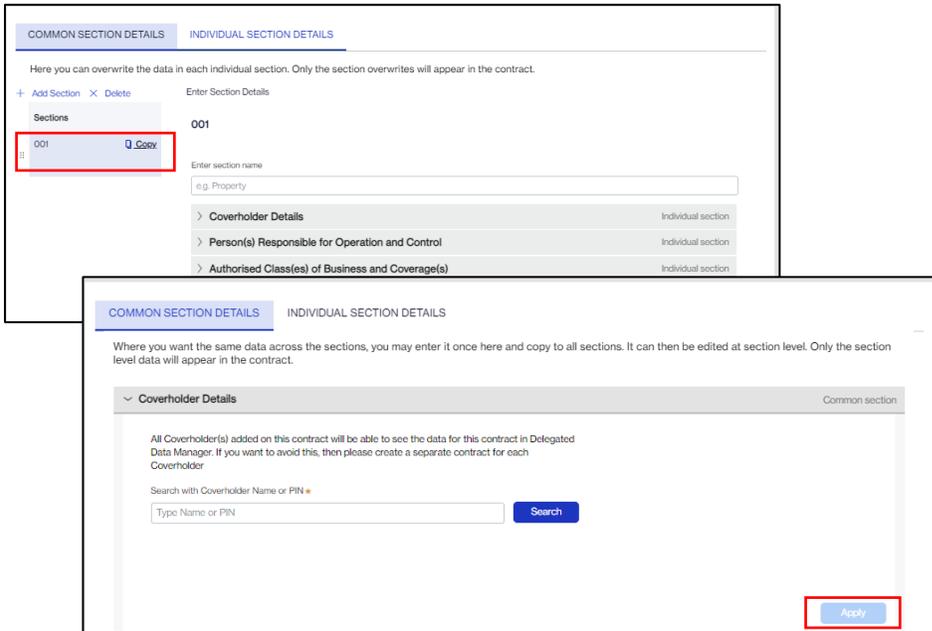


COMPLEX JOURNEY – SECTION DATA CAPTURE

The majority of data capture in DCM occurs in the Section Details page. To make this as efficient as possible, we have built functionality which allows data to be entered once, but copied across sections of the registration

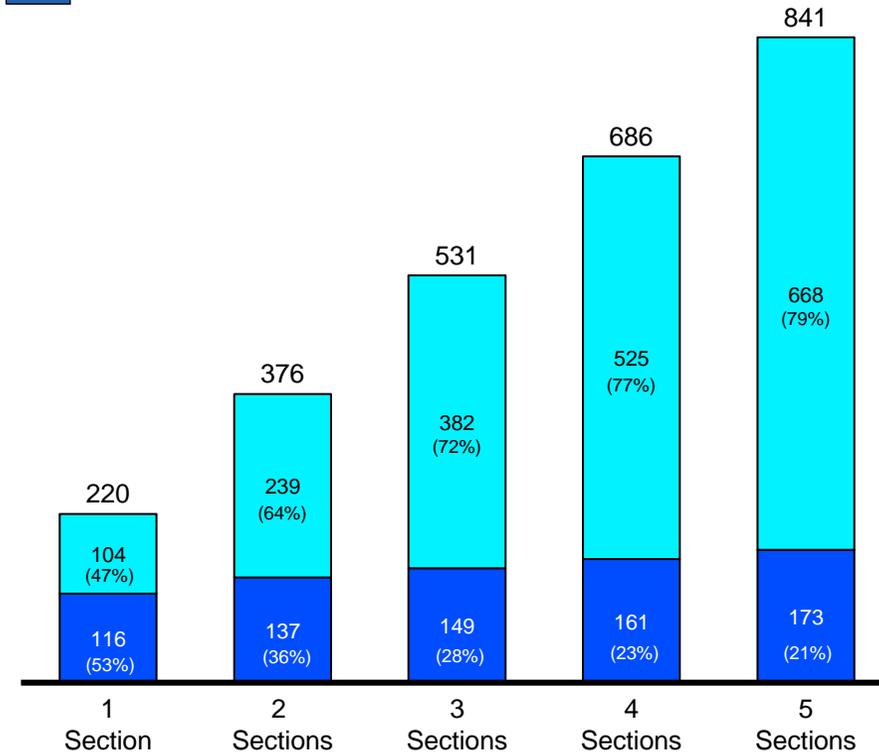
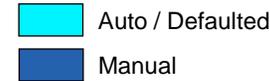
SECTION DETAILS TABS

Data entered into the Common Section Details tab can be applied to all sections and sections can be copied



TOTAL FIELDS

The proportion of fields a user has to populate manually reduces with additional sections added



ATLAS Data

Similar to BAR, DCM will pull data from ATLAS (company information section)

To ensure contracts are not migrated with inaccurate data, the market needs to check data quality

Some common inaccuracies in data are **spelling mistakes**, **unnecessary whitespace characters**, and **incorrect punctuation**; all of which should be corrected.

Data Improvement Examples:

1. **Address** – Ensure legal name and registered address are entered correctly and completed without punctuation, spaces, and spelling mistakes.
2. **Coverholder Contact Details** – Ensure fields are complete without spelling mistakes and with correct dialling codes in the telephone fields.
3. **Telephone and Email** – Ensure there is no unnecessary whitespace in the email and website fields.

Note, addresses and phone numbers are UK-centric examples and so international market participants need to consider the best formatting for their region or ask their regional representative for assistance. The market should also check that all legal and trading names are up to date.

Next steps

- **Review and share** this presentation with all DA Managers in your group
- **Confirm IMPORTANT** your organisation's Registrant(s) and admin domain preferences by **26 March** to commence onboarding
- **Reach out** to Lloyd's DA change team if you have not received your invite for the next access control briefing calls (**on 16 & 17 March**)
- **Clean up ATLAS data** ahead of data migration
- **Attend** optional DCOM Q&A session, and invite relevant SMEs (e.g. DA compliance) to join you (**on 25 March**)
- **Join** the next DCOM business readiness support session **on 6 April** (invites to be issued next week)
- **Review** the Client Classification slides in the Appendix



Appendix

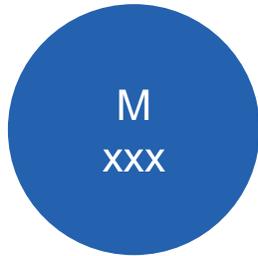
DELEGATED CONTRACT MANAGER (DCM)

DCM Mandatory Field Guide

March 2021

Delegated Contract Manager Field Guide - Definitions

This guide contains all Mandatory and Conditionally Mandatory fields in DCM. It does **not** contain Non Mandatory fields. The reference numbers ie 'Mxxx' or 'CM xxx' are traceable to the Data Capture for Registration Excel



Mandatory fields: Must be populated by users, regardless of responses to other questions



Conditionally Mandatory fields: Triggered by responses to previous questions – if triggered, must be populated

Agreement Template

Create Registration **DRAFT**

Refresh Participant Data

Actions 

Agreement template

To get started, choose the type of contract you wish to create

Agreement Template *

M1

Select... 

Select the organisation you are creating this contract on behalf of *

M2

Select... 

Select the Central Settlement Number relating to this organisation * 

M3

Select... 

Select user group(s) to provide access to this contract * 

M4

Select... 

How it works

Register contracts:

All contracts are bound offline and then added to DCM once completed and ready to register.

Create a contract using contract builder:

If you choose to, you may use the registration process to create the contract wording which can then be taken to the market to place. Whether or not you choose to use contract builder to create the wording, the details entered here will form part of the registration submission after they have been submitted to the Lloyd's lead to review.

1. Select a contract template Choose the type of contract you wish to register.
2. Populate the required fields Before submitting your contract wording for review you must provide all the required information.

You can complete this in any order as long as it is populated before submission. You can save and generate draft versions of the contract wording on the Actions page (step 7).
3. Submit for review Once complete send your contract wording for review by the named Lloyd's Lead(s).

Core Contract Details & General Contract Information

M5
M6
M7

Create Registration Contract ID: DA-CH-210310-0075 Contract Type: Binding Authority Agreement DRAFT

 Auto Save Refresh Participant Data Actions ▾

Agreement Template
General Contract Information
Broker Details
Contract Leads
Section Details
Non-Schedule Data
Actions

M9
M10
M13
M15
M16
M17
M18
M19

Unique Market Reference Number (UMR)*

B - -

Agreement Number

Period From *

Period To *

Multi Year Contract Yes No

Any Time Zone * Yes No

Both Days Inclusive? * Yes No

Time Zone *

Time Period From *

Time Period To *

Is this a sub-contract? * Yes No

Master Contract UMR *

Is this a tripartite agreement? * Yes No

What is the primary currency for this contract?*

Date confirmation was received

The confirmation date will automatically populate here once you have added this into the Section Details

Will contract be processed using Lloyd's Direct Reporting? * Yes No

M11
M12
M14
CM1
CM2
CM3
CM4

NOTE:

- M8 not displayed on UI

Broker Details

The screenshot displays the 'Broker Details' form within a web application. The form is organized into several sections, each with a corresponding callout (CM) number:

- CM 5:** I am dealing direct
- CM 7:** Search for a Broker *
Enter the broker's name
- CM 8:** The Lloyd's Broker
Ausaf Suncross Tech
- CM 9:** Broker Number
02B1
- CM 10:** Broker Pseudonym
RFU
- CM 11:** Broker Address
815B Swallow Way
Timblin
DR3 7BE
M.
Tklvhcbrm.
VS3L 7IC
- CM 12:** Contract Manager Email Address *
email@address.com
- CM 13:** Contract Manager First Name *
First Name
- CM 14:** Contract Manager Surname *
Surname
- CM 15:** Compliance Manager details
Compliance Manager
--
- CM 16:** Compliance Manager Email Address
--

A zoomed-in view of the 'Broker Details' section at the bottom right shows:

- I am dealing direct
- CM 6:** Central Settlement Number (CSN) *
Select... ▾

Contract Lead(s): Syndicate

Agreement Template	General Contract Information	Broker Details	<u>Contract Leads</u>	Section Details	Non-Schedule Data	Actions
--------------------	------------------------------	----------------	-----------------------	-----------------	-------------------	---------

Contract Lead(s)

M20 Lead Type *
Syndicate

M21 Lead *
Type here to begin search

CM 17 Syndicate Name Affairs Commerce Group	CM 18 Syndicate Number 2019	
CM 19 Syndicate Year of Account (SYOA) 2021	CM 20 Managing Agent Finders Loveridge Inc	

Contract Lead(s): Service Company

Agreement Template General Contract Information Broker Details Contract Leads Section Details Non-Schedule Data Actions

Contract Lead(s)

M20 Lead Type ★
Service Company ▾

M21 Lead ★
Search

CM 21 Service Company Name
Adaptics Formers & Company

CM 22 Service Company PIN
338224HIN 

CM 23 Service Company UMR ★

Contract Lead(s): Non Lloyd's Insurer

Agreement Template General Contract Information Broker Details Contract Leads Section Details Non-Schedule Data Actions

Contract Lead(s)

M20 Lead Type ★

M21 Lead ★ Other ★ CM 28

Syndicate Name	Syndicate Number	
Affairs Commerce Group	2019	
Syndicate Year of Account (SYOA)	Managing Agent	
2021	Finders Loveridge Inc	

M25 Non-Lloyd's Insurer Name
 

NOTE:

- Non Lloyd's Insurer fields in development (CM24; CM26; CM27)

Contract Lead(s): Twin Only

COMMON SECTION DETAILS **INDIVIDUAL SECTION DETAILS**

Here you can overwrite the data in each individual section. Only the section overwrites will appear in the contract.

+ Add Section X Delete

Sections

LMA3113A

001 [Copy section](#)

Enter Section Details

001

CM 29

LMA3113A LBS0001A

By switching between London or Brussels sections, you may lose some data that you have entered

Description

Enter description

> Coverholder Details Individual section

Section Details: Coverholder Details

Agreement Template General Contract Information Broker Details Contract Leads **Section Details** Non-Schedule Data Actions

COMMON SECTION DETAILS **INDIVIDUAL SECTION DETAILS**

Here you can overwrite the data in each individual section. Only the section overwrites will appear in the contract.

+ Add Section X Delete Enter Section Details

Sections

001 M22 [Copy](#)

001

Enter section name

Coverholder Details Individual section

All Coverholder(s) added on this contract will be able to see the data for this contract in Delegated Data Manager. If you want to avoid this, then please create a separate contract for each Coverholder

Search with Coverholder Name or PIN *

M23 Search

Aaken Powderflight Inc. 🗑️

<p>CM 30 Participant Name Aaken Powderflight Inc.</p> <p>CM 32 Trading Address Broker Address 77 Nyla Rd. Frazee Ggyvoy. Sea. J.e. BW1 2PV</p> <p>CM 35 Approval Status Approved</p>	<p>CM 31 PIN 395473RNE</p> <p>CM 33 Postal Address Broker Address 63 Leggitt Ave. Overgaard T gngo. Dwsnd. Ru. WQ4W 3BI</p>
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- NOTE:**
- *CM34 to be added*
- © Lloyd's

Section Details: Service Company Details

Agreement Template General Contract Information Broker Details Contract Leads **Section Details** Non-Schedule Data Actions

COMMON SECTION DETAILS **INDIVIDUAL SECTION DETAILS**

Here you can overwrite the data in each individual section. Only the section overwrites will appear in the contract.

+ Add Section X Delete Enter Section Details

Sections

001 M22 Copy

001

Enter section name

Service Company Details Individual section

All Service Company(s) added on this contract will be able to see the data for this contract in Delegated Data Manager. If you want to avoid this, then please create a separate contract for each Service Company

Search with Service Company Name or PIN ★

M23

Search

▼ Aaken Exec Ltd. 🗑️

<p>CM 36 Participant Name Aaken Exec Ltd.</p> <p>CM 38 Trading Address 5 Gaze Ave. Salt Rock Oc. Uqmab. Ilhjasja. EB19 6YB</p> <p>CM 40 Domicile --</p>	<p>CM 37 PIN 345310QOK</p> <p>CM 39 Postal Address Broker Address 18 Swabville Rd. Saxapahaw V humwu v. Jiev bxfh. Gr. BO82 8AS</p> <p>CM 41 Approval Status Approved</p>
--	--

Section Details: Person(s) Responsible for Operation and Control

Person(s) Responsible for Operation and Control Individual section

Enter for each Coverholder?

The person(s) responsible for overall operation and control*

M24 First Name M25 Surname M26 Email ?

First Name Surname email@address.cx Add

[Copy names from question above](#)

The person(s) authorised to bind insurances*

M27 First Name M28 Surname M29 Email ?

First Name Surname email@address.cx Add

[Copy names from question above](#)

The person(s) with overall responsibility for the issuance of documents evidencing insurances bound*

M30 First Name M31 Surname M32 Email ?

First Name Surname email@address.cx Add

[Copy names from question above](#)

Section Details: Authorised Class(es) of Business and Coverage(s)

Authorized Class(es) of Business and Coverage(s) Individual section

Distribution Method *

M33

Premium level of authority *

M34

Deductible(s) and/or excess(es)

CM 42

If you select this, you may enter a deductible or excess for each High-Level Class Business and/or Generic Class or Business and/or Peril and or Max Limit/Sum Insured provided at least one excess or deductible is entered at High-Level or Generic Class level.

CM 43 I want to enter values for deductibles and/or excesses.

If you select this, you may enter a deductible or excess for each High Level Class of Business and/or Generic Class of Business and/or Peril and/or Max Limit/Sum Insured provided at least one excess or deductible is entered at High Level or Generic Class level.

Insured Item Group / Insured Item Sub-Group

Section Details: Authorised Class(es) of Business and Coverage(s)

Search with high level or generic class of business *

M35

Please note that you should only add one High Level Class of Business per section. Where more than one is added the first one will be taken as the primary High Level Class of Business by Delegated Data Manager

High level Class of Business Aviation

Regulatory Client Classification *

M36

Maximum limit(s) of liability or sum(s) insured

You may enter limits of liability or sums insured for each High Level Class of Business and/or Generic Class of Business and/or Peril, provided each High Level Class of Business has at least one limit entered at High Level or Generic Class level

Currency

CM 44

Value

CM 45

Limit Basis

CM 46 CM 47

Deductibles and/or excesses for this high level class of business

CM 48

CM 50 Limit Qualifier CM 51

Section Details: Authorised Class(es) of Business and Coverage(s)

Generic Class of Business Space
🗑️

M37 Insurance / reinsurance ★

Select... ▾

M38 Risk code(s) and description ★

Maximum limit(s) of liability or sum(s) insured

CM 52 Currency

Select... ▾

CM 53 Value

CM 54 Limit Basis

Other ▾

CM 55

Deductibles and/or excesses for this generic class of business

CM 56

Select... ▾

CM 57

CM 58 Limit Qualifier

Other ▾

CM 59

Peril

Coastal Flood
🗑️

Maximum limit(s) of liability or sum(s) insured

Currency

Select... ▾

Value

Limit Basis

Select... ▾

Add

Deductibles and/or excesses for this Peril

Select... ▾

Limit Qualifier

Other ▾

CM 60

Add

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Section Details: Territorial Limitations

Territorial Limitations Individual section

Risk Location*

CM 61 Worldwide excluding

[Add/Edit](#)

M39 **Region/Country/Division**

No items

Insured Domicile* [Copy from question above](#)

CM 62 Worldwide excluding

[Add/Edit](#)

M40 **Region/Country/Division**

No items

Territorial Limits* [Copy from question above](#)

CM 63 Worldwide excluding

[Add/Edit](#)

M41 **Region/Country/Division**

No items

Section Details: Gross Premium Income Limit & Period Of Insurances Bound

Gross Premium Income Limit		Individual section
Gross premium income limit*	M42 <input type="text" value="Select..."/>	M43 <input type="text" value="e.g. 0.00"/>
Notifiable percentage of the limit not to exceed*	M44 <input type="text" value="e.g. 0.00"/>	%

Period Of Insurances Bound		Individual section
Period of insurances bound*	M45 <input type="text" value="Number of"/>	month(s)
Maximum period of insurances bound*	M46 <input type="text" value="Number of"/>	month(s) including odd time
Maximum advance period for inception dates*	M47 <input type="text" value="Number of"/>	day(s)

Section Details: Commissions

Commissions
Individual section

M48

The coverholder commission *

%

M49

Will there be a profit commission? *

Yes
 No

CM
64

Profit commission *

%

CM
65

Profit commission basis *

Select...

CM
66

CM
67

Underwriting expenses *

or

%

CM
68

Underwriting expense description *

CM
69

Profit Commission calculation/description *

CM
70

Maximum total broker commission *

%

M50

M51

Maximum fees that may be charged in addition to premium *

or

%

M52

M53

Maximum fees that may be deducted from premium in addition to commissions *

or

%

CM
71

Description of fees

Type here

M54

M55

Maximum value of any other acquisition costs that may be deducted from premium or charged in addition to premium *

or

%

CM
72

Description of other acquisition costs

Type here

Total maximum of all permitted deductions from premium that are in addition to coverholder commission as a percentage

%

Section Details: Claims and Complaints

Claims and Complaints
Individual section

All Delegated Claims Administrators added on this section will be able to see claims and each other's data for this section in Delegated Data Manager. If you want to avoid this, then please add Delegated Claims Administrators on separate sections.
 Is claims handling authority being delegated to a? *

M56 Yes No Coverholder

M57 Yes No Delegated Claims Administrator

Coverholder(s) selected do not have claims handling authority

Please enter the following details of delegation to the coverholder(s)

What is the per claim limit of authority being delegated? *

CM 73 CM 74 Number of

The person(s) authorised to exercise any claims authority *

Enter for each Coverholder?

First Name	Surname	Email
CM 75 <input type="text"/>	CM 76 <input type="text"/>	CM 77 <input type="text"/>

Please enter the following details of the delegated claims administrator

Search With Delegated Claim Authority Name or PIN *

Abrahams Belfast Group

Delegated Claim Authority Name	CM 78 Abrahams Belfast Group	CM 79 PIN	800119BNX
Address	CM 80 Broker Address	CM 81 DCA Contact Email *	email@address.com
	85 Bulkeley St.		
	Golden City		
	XhuzL		
	Hjzast.		
	XcIL		
	CQSP 9IC		

Is complaints handling authority being delegated to a? *

M58 Yes No Coverholder

M59 Yes No Delegated Claims Administrator

Will policies be issued to eligible complainants under this contract? *

M60 Yes No

Section Details: Reporting and Aggregate Exposures

Reporting and Aggregate Exposures Individual section

Risks written reporting interval * M61

Aggregate reporting interval

Premium paid reporting interval * M63

Claims reporting interval * CM 83

Maximum period for remittance of settlements * M64

Fees and charges to be deducted by the coverholder * M65

Maximum number of days for reporting/submission of risks bordereau(x) * M62

Maximum number of days for reporting /submission of aggregate exposures

Maximum number of days for reporting/submission of premium bordereau(x)

Maximum period for reporting/submission of claims bordereau(x) * CM 84

Who is responsible for the Contract Administrator role? Please note this role must be performed by the same participant for all sections. M66
 Party * Participant *

Which of the section leads will be responsible for breach management in Delegated Data Manager? M68
 Participant *

LMA 3115 only

Reporting and Aggregate Exposures Common section

Please select the Scheme Canada option that will be used under this contract * CM 82

Risks written reporting interval * M61

Aggregate reporting interval

Premium paid reporting interval * M63

Maximum period for remittance of settlements * M64

Paid claims bordereaux payable within * CM 85

Fees and charges to be deducted by the coverholder *

Who is responsible for the Contract Administrator role? Please note this role must be performed by the same participant for all sections. M66
 Party * Participant *

Who is responsible for the following roles in relation to Risks Written

Section Details: Reporting and Aggregate Exposures

Who is responsible for the following roles in relation to Risks Written

	Party *	Participant *
Submission	M69 Coverholder	M81
Transformation	M70 Underwriters	M82
Assignment	M71 Underwriters	M83
Approval	M72 Underwriters	M84

Who is responsible for the following roles in relation to Paid Premium [Copy from question above](#)

	Party *	Participant *
Submission	M73 Coverholder	M85
Transformation	M74 Underwriters	M86
Assignment	M75 Underwriters	M87
Approval	M76 Underwriters	M88

Who is responsible for the following roles in relation to Claims [Copy from question above](#)

	Party *	Participant *
Submission	CM 86 Coverholder	CM 90
Transformation	CM 87 Underwriters	CM 91
Assignment	CM 88 Underwriters	CM 92
Approval	CM 89 Underwriters	CM 93

Who is responsible for the following roles in relation to Aggregates [Copy from question above](#)

	Party *	Participant *
Submission	M77 Coverholder	M89
Transformation	M78 Underwriters	M90
Assignment	M79 Underwriters	M91
Approval	M80 Underwriters	M92

Section Details: Capacity Details (Lead(s))

Capacity Details
Common section

M93 Is this a Non-Lloyds Insurer led section* Yes No

Section Lead(s)

Lead Type*

Lead*

Syndicate M96 M97

Lead	SOYA	Company Reference	Written Line *	Signed Line *	PIN/Number	Managing Agent
Assistance Fortronic Tech	2021	<input type="text"/>	<input type="text"/>	% <input type="text"/>	% 2007	Plug Shilton Branch CM 95

Service Company M96 M97

Lead	Company Reference	Written Line *	Signed Line *	PIN/Number	UMR Number *
Abacus Spirits Services	<input type="text"/>	<input type="text"/>	% <input type="text"/>	% 333980ERW	<input type="text"/>

Non-Lloyd's Insurers M96 M97

Lead	Company Reference	Written Line *	Signed Line *	PIN/Number
Insurer One	<input type="text"/>	<input type="text"/>	% <input type="text"/>	% <input type="text"/>

Capacity Details
Common section

Is this a Non-Lloyds Insurer led section* Yes No

Section Lead(s)

Lead Type*

Lead* Other* 105

NOTES:

- CM95: SOYA to be updated to SYOA
- Non Lloyd's Insurer fields in development (CM101; CM103; CM104)

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Section Details: Capacity Details

Section Follow(s)

Capacity Type CM 106

Capacity CM 107

Syndicate CM 111

Capacity	SOYA	Company Reference	Written Line *	Signed Line *	Managing Agent
Affairs Commerce Group	2021	<input type="text"/>	<input type="text"/>	% <input type="text"/>	Finders Loveridge Inc % <input type="text"/>

Service Company CM 108

Capacity	Company Reference	Written Line *	Signed Line *	PIN/Number	UMR Number *
Abacus Spirits Services	<input type="text"/>	<input type="text"/>	% <input type="text"/>	% 333980ERW	<input type="text"/>

Non-Lloyd's Insurers CM 108

Capacity	Company Reference	Written Line *	Signed Line *
NLI	<input type="text"/>	<input type="text"/>	% <input type="text"/>

Total capacity = 0.0000000 % M100

Year of account 2021 M98

Date confirmation was received * M99

Apply

Section Follow(s)

Capacity Type

Capacity CM 121
 Add

NOTES:

- CM111: SOYA to be updated to SYOA
- CM112 to be added
- Non Lloyd's Insurer fields in development (CM117; CM119; CM120)

Section Details: Non-Schedule

Non-Schedule

Individual section

Section specific non-schedule data can be added here.

M101

Currency *

Select... ▾

M102

Value *

M103

Basis of written lines *

Select ▾

M104

Basis of signed lines *

Select ▾

M105

Signing provisions *

Select ▾

M106

Total Lloyd's brokerage *

 Enter total Lloyd's brokerage as an amount

M107

Platform *

Select ▾

Other deductions Lloyd's broker may make from premium

M108

Product risk rating *

Select ▾

Route of business

Select ▾

Non-Schedule Data

Create Registration Contract ID: DA-CH-210309-0030 Contract Type: Binding Authority Agreement **DRAFT** Auto Save  Refresh Participant Data Actions  

Agreement Template General Contract Information Broker Details Contract Leads Section Details Non-Schedule Data Actions

Non-Schedule data

Contract level non-schedule data is added here.

Order hereon*

M109

%

of

M110

%

Actions

Create Registration Contract ID: DA-CH-210309-0030 Contract Type: Binding Authority Agreement **DRAFT** Auto Save Refresh Participant Data Actions ⌵ ✕

Set Contract Wording Visible

Sharing this contract draft gives you visibility of this proposed wording. Initially visibility of the contract is hidden. Initially visibility of the managerial user group of each participant in the contract, will be delegated access to other users in the organisation.

Upload contract document

Here you can upload and tag documents relevant to your contract. The documents will be visible to those people you share access with. Before submitting your final contract, you must upload a contract document.

Generate contract document

You may want to generate a document for your contract. Select the components you want to export and press generate. Once generated your document will be available to you in the Associated Contract.

Download registration document

You can generate a copy of the registration information you have populated. The system will generate a PDF document which you can download and print. This will be available to you in the Associated Contract on the system.

Attach file(s) ✕



Drag and drop files here

or

[Select file\(s\)](#)

Name* M112	File M113	Classification* M115	
<input type="text" value="Test doc"/>	<input type="text" value="Test doc.docx"/>	<input type="text" value="Tag(s) * M114"/>	<div style="display: flex; align-items: center;"> + <input type="text" value="Select.."/> ✕ </div> <div style="display: flex; align-items: center;"> <input type="text" value="Select.."/> ✕ </div>

Supported file types: doc, docx, jpeg, jpg, pdf, ppt, pptx, rtf, tif, tiff, txt, vsd, vsdx, xls, xlsx, xml, gif, jpeg, jpg, rtf, bmp, csv
The maximum file size is 60MB

[Cancel](#)
[Attach](#)

[Back](#)

[Save](#) [Submit For Review](#)

Changes to Client Classifications (1 of 2)

A review has been undertaken of the client classification categories and categories are being updated as a result.

This update will ensure categories continue to support regulatory needs, while remaining flexible enough to be used across different classes of business, territories and methods of placement:

- *Individual/Personal*
- *Commercial – Micro-enterprise*
- *Commercial – Small*
- *Commercial – Large risk*
- *Commercial – Other*
- *Reinsurance*
- *Master Policy/Group Scheme*

DCM is already aligned to these changes and will allow you to select these categories for your contracts from Go-Live.

Additionally, Product Risk Rating is another field that needs to be populated, helping Lloyd's meet the standards around Conduct Risk (as required by FCA).

Changes to Client Classification - Detailed (2 of 2)

- **Individual/Personal:** Natural person acting for purposes outside their trade, business or profession
- **Commercial – Micro-enterprise:** A micro-enterprise which employs fewer than 10 persons and has a turnover or annual balance sheet that does not exceed EUR 2 million (or its equivalent in any other currency)
- **Commercial – Small:** A small business which is not a micro-enterprise and has an annual turnover of less than GBP 6.5 million (or its equivalent in any other currency) and either (i) employs fewer than 50 persons; or (ii) has a balance sheet total of less than GBP 5 million (or its equivalent in any other currency).
- **Commercial – Large risk:** A contract insuring:
 - (i) Railway rolling stock, aircraft, ships (sea, lake, river and canal vessels), goods in transit, aircraft liability or liability of ships (sea, lake, river and canal vessels).
 - (ii) Credit and suretyship, where the policyholder is engaged professionally in an industrial or commercial activity or in one of the liberal professions and the risk relates to such activity.
 - (iii) Land vehicles (other than railway rolling stock), fire and natural forces, other than damage to property, motor vehicle liability, general liability and miscellaneous financial loss, insofar as the policyholder exceeds the limits of at least two of the following three criteria:
 - a. Balance sheet total: EUR 6.2 million (or its equivalent in any other currency)
 - b. Net turnover : EUR 12.8 million (or its equivalent in any other currency)
 - c. Average number of employees during the financial year: 250.
- **Commercial – Other:** All commercial business that is not micro-enterprise, small or large risk.
- **Reinsurance:** Reinsurance worldwide
- **Master Policy/Group Scheme:** A policy sold to a master policyholder (consumer, commercial or large risk) for the benefit of others in relation to their common employment, occupation, or activity.

Where 'Master Policy/Group Scheme' is selected it is expected that at least one other category will also be selected to reflect the client classification of the beneficiaries of the coverage under the Master Policy/Group Scheme.