

FROM: Manager, Overseas Reporting, Market Reporting
LOCATION: G5/86
EXTENSION: 5490
DATE: 22 December 2003
REFERENCE: Y3224
SUBJECT: US REPORTING: SCHEDULES F & P
SUBJECT AREA(S): As above
ATTACHMENTS: None
ACTION POINTS: **Please note the contents**
DEADLINE: **For immediate attention**

I am writing to advise you that the electronic Schedules F & P reporting packs for the 2003 annual return to the New York Insurance Department (NYID) are now available for collection from the Market Reporting web-site.

As you know, the annual returns have to be filed within 60 days of the year-end with the NYID and I would remind agents that this deadline has to be complied with strictly to ensure that Lloyd's meets its US reporting requirements. The timetable for the 31 December 2003 filing is detailed below:

	<u>Key Date</u>
Provision of system and data by Market Reporting to managing agents via the Market Reporting web-site. Agents should download the system/data and supporting documentation from the web site.	22 December 2003
Submission of amended electronic packs (due to be submitted to Market Reporting at the same time as the main US reporting packs).	13 February 2004
Provision of final signed and notarised reporting packs by managing agents (Schedules F & P to be integrated in the main US reporting pack).	18 February 2004
All syndicate packs to be despatched to New York by Market Reporting for filing with NYID	20 February 2004

The instructions to assist agents with the completion of the Schedule F and P packs were issued on the 25th November 2003 (Market Bulletin Y2922). A final LORS code set will be sent out on 9 February 2004 which you will need to load into the F & P system in order to lock your packs. Please would you ensure that any queries you have regarding LORS codes are raised two working days before this date so that any additions to the LORS code set that are needed will be included in this final list.

If you have any further queries regarding this return please contact David Cokayne (Ext. 6238) or contact me.

Leslie Redmond