

ATLAS TOP TIPS

1 THE 'CANCEL' BUTTON

The Cancel button will delete the whole application, not just any alterations you may have made since you last saved to form. If you wish to undo changes you have made please save the form and contact the DAT.

2 DOCUMENT SECURITY

When uploading documents, please ensure that the appropriate radio button is selected. There are currently two options:

Only companies involved in this change

As the name suggest, only those involved with the application can see it. If you are requesting a change where a supporting managing agent has been selected; a class of business, region or broker's interest, only that managing agent will be able to see the documents. If you restrict a document during the annual compliance process only the broker and coverholder will see it.

All companies that have a relationship with this coverholder

This is self-explanatory. Any broker or managing agent with a registered interest in the coverholder can see the document. This should include the items related to annual compliance (e.g. accounts, PI insurance, licences etc) which must be available to all interested managing agents and brokers.

3 ASSIGNING TASKS

Please ensure that the appropriate person is selected in the 'Assign to' box on your 'To do' or 'Ongoing' list. All parties will then know who to contact for further information.

4 MANAGING AGENT'S INTEREST

Add a permitted lead managing agent

This application should be requested by the managing agent when they would like to do business with a coverholder that is restricted to certain managing agents.

Add an associated managing agent

A broker that has a registered interest in a coverholder can add an associated managing agent when they want that managing agent to have access to that coverholder's details. This is ideal for following market or managing agents who are interested in leading a binder with that coverholder. Access is valid for one year.

5 CHANGE OF NAME

If the name of a coverholder changes you must notify Lloyd's at the time of change, not during the annual compliance process. You must upload a certificate or licences showing the new name.

6 CHANGE OF OWNERSHIP

If the ownership of a coverholder changes you must notify Lloyd's at the time of change, not during the annual compliance process. If the entity is ceasing to exist or the business has been sold to another entity this is not a change of ownership and a new coverholder application is required. For further guidance please see Lloyds.com or contact the DAT

7 ANNUAL COMPLIANCE

New guidance on the Annual Compliance process will be released shortly. If you have specific questions please contact the DAT for further information.

8 NEW COVERHOLDER APPLICATIONS

The Coverholder Undertaking

The undertaking does not appear in the Atlas process. Please upload a scanned copy of the signed undertaking to the Company Information section of the application.

The Managing agent's Letter of Support

This should be uploaded and attached to the application under Company information

Emails to coverholders

If you enter an e-mail address for the coverholder at the start of the application or under Company details, Atlas will send automatic e-mails to the coverholder notifying them of submission, rejection or approval of an application even if they do not have access to Atlas. It is recommended that you do not insert the applicant firm's e-mail address until the firm is set up as an Atlas user.

Sponsoring managing agents

Once a managing agent is selected to support an application the task will appear on their Ongoing task list and they will be able to view the request. Sponsoring Lloyd's brokers do not need to select a sponsoring managing agent until they feel the time is right for the managing agent to be involved.

9 ELECTRONIC SIGNATURES

Requests and applications are signed off electronically. We do not need hard copies of coverholder applications, or extensions. The coverholder undertaking must still be a signed but a scanned copy can be uploaded with the application.

10 ATLAS IS A LIVE WEBSITE

There is no practice Atlas website for training purposes. Whatever you do is on the live website. Errors cannot be deleted easily so please ensure you add the correct information. It is better to save an application and return to it once you have the correct information.

11 SUPPORTING COMMENTS

Supporting comments cannot be deleted so please do not add information you do not wish to share with the other parties involved in that specific change. Comments cannot be viewed by interested managing agents and brokers that are not involved in that change.

12 HELP PAGES

The Help pages showing on the Atlas website are currently being updated. Please contact us if you think there is anything that needs our urgent attention.

SUGGESTIONS

If there is something that you think should be included in this publication please contact coverholders@lloyds.com

CONTACT INFORMATION

General enquiries: +44 (0)20 7327 6275
Atlas & BAR help desk: +44 (0)20 7327 6276
Fax: +44 (0)20 7327 6688
Email: coverholders@lloyds.com