

Business Timetable Export



Created Date: Tuesday, January 23, 2018
Category Filter: Unfiltered
Start Date Filter: Monday, January 22, 2018
End Date Filter:

* Deadlines marked with an asterisk are provisional dates

Deadline	Provisional	Topic	Activity	Contact Details
23 Jan 2018	*	Distribution	Market Services to calculate Interest on late payment of syndicate losses and advised to managing agents	Graham Bonner Market Services +44 (0)1634 392056
23 Jan 2018	*	Solvency	Market Services to release member's Funds at Lloyd's (FAL) Statements in relation to 30 December 2017 valuation	Martin Hassell Market Services +44 (0)1634 392548
23 Jan 2018		Canadian reporting	Electronic packs available on the Overseas Reporting System	Tracey Nash Market Finance +44 (0)20 7327 5435
23 Jan 2018	*	Finance	Certified Schedule B Cash & Assets (LATF/CRTF/SLTF) sent by Citibank	Donna Broughton Financial Control +44 (0)1634 392693
26 Jan 2018	*	User pays	Deadline for invoices relating to quarter four 2017 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
26 Jan 2018	*	Direct Corporate Members (DCP)	Deadline for invoices relating to quarter four 2017 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
26 Jan 2018	*	Finance	Final Schedule B(LCTF)Enquiry date	Donna Broughton Financial Control +44 (0)1634 392693
26 Jan 2018		Syndicate reporting	Managing agents to submit quarter four 2017 QSR and QAD via core market returns by 2PM	Paul Appleton Market Finance +44 (0)20 327 6433
29 Jan 2018		Finance	Illinois Trust Fund quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
30 Jan 2018	*	Finance	Final tax correction report (if applicable) sent by RBC	Donna Broughton Financial Control +44 (0)1634 392693
30 Jan 2018	*	Finance	Certified Schedule B Amendments (if applicable)(LCTF) sent by RBC	Donna Broughton Financial Control +44 (0)1634 392693
30 Jan 2018	*	Finance	Swiss Deposit Adjustment	Gurdip Sappal Treasury & Investment Management +44 (0) 20 7327 5762
31 Jan 2018		Agency reporting	Agents to submit quarterly financial return for quarter ending 31 December 2017 by 2pm. Sign off required by director on behalf of the board.	Jake Tomlin Market Finance +44 (0)20 7327 6581
31 Jan 2018		Finance	South African Trust Fund quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
31 Jan 2018		Finance	Australian Trust Fund and Australian and JATF(2) quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
02 Feb 2018	*	Distribution	Managing Agents to confirm which syndicates are charging interest on late payment of syndicate losses.	Graham Bonner Market Services +44 (0)1634 392056

05 Feb 2018		Syndicate reporting	Managing Agents to submit excel version of quarterly broker remuneration return	Barney Smith Delegated Authority +44 (0)20 7327 6057
05 Feb 2018		Finance	Illinois Trust Fund adjustment quarter four 2017 settlement date	Carolyn Smith Financial Control +44(0)1634 392922
06 Feb 2018		Canadian reporting	Managing agents to lock completed electronic packs by 16:00.	Tracey Nash Market Finance +44 (0)20 7327 5435
06 Feb 2018	*	US reporting	New syndicates only - Lloyd's recommended date for submission of International Insurance Department (National Association of Insurance Commissioners) applications and fees if a syndicate intends to write US surplus lines business (for 1 April 2018)	Luther Collins International Regulatory Affairs +44 (0)20 7327 6355
06 Feb 2018		Finance	Credit for Reinsurance and Surplus Lines Trust Funds quarter 3 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
06 Feb 2018		Finance	Kentucky Trust Fund and Kentucky JATF quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
07 Feb 2018		Finance	Australian Trust Fund and Australian and JATF(2) adjustment, quarter four 2017 settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
07 Feb 2018		Finance	South African Trust Fund adjustment quarter four 2017 settlement date	Carolyn Smith Financial Control +44(0)1634 392922
08 Feb 2018	*	Syndicate reporting	Complaints Team will request from Managing Agents details of all complaints relating to business in Germany which were not written under BAA	Jenny Lavery Complaints Team +44 (0)1634 392320
09 Feb 2018	*	Distribution	Interim cash calls to be funded and paid to syndicates	Theresa Thorp Market Services +44 (0)1634 392059
09 Feb 2018	*	Direct Corporate Members (DCP)	Interim cash calls to be funded and paid to syndicates	Theresa Thorp Market Services +44 (0)1634 392059
09 Feb 2018	*	New start ups	Managing agents to submit a final complete new syndicate application for a mixed syndicate commencing 1 April 2018	Nigel Williamson Relationship Management +44 (0)20 7327 6415
13 Feb 2018		Finance	Kentucky Trust Fund and Kentucky JATF adjustment, quarter four 2017, settlement date	Carolyn Smith Financial Control +44(0)1634 392922
14 Feb 2018		Solvency	Date by which all actuarial US trust fund opinions must be submitted to Catherine Scullion	Catherine Scullion Market Reserving and Capital +44 (0)20 7327 5567
14 Feb 2018		US reporting	Submission of packs including Schedules F&P completed and locked by managing agents.	David Cokayne Market Finance +44 (0)20 7327 6238

15 Feb 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for January 2018 before 12noon (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Feb 2018		Solvency	Date by which all World-Wide statement of actuarial opinion (SAO) must be submitted to Catherine Scullion	Catherine Scullion Market Reserving and Capital +44 (0)20 7327 5567
15 Feb 2018		Exposure Management and Reinsurance	Managing Agents to submit Lloyd's Catastrophe Model (LCM) Quarterly Return as at 1 January 2018 by MIDDAY. This return is via SecureStore.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
15 Feb 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for January 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
15 Feb 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for January 2018 before 12noon (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Feb 2018		Syndicate reporting	Managing agents to submit quarter four 2017 quarterly monitoring return Part A (QMA) via core market returns by 2PM	Jake Tomlin Market Finance +44 (0)20 327 6581
16 Feb 2018	*	Distribution	Last date to notify Market Services of any open year releases inclusion in the 2015 distribution process	Graham Bonner Market Services +44 (0)1634 392056

16 Feb 2018		Solvency	Date by which all SAO templates should be submitted to SAOReports@Lloyds.com	Catherine Scullion Market Reserving and Capital +44 (0)20 7327 5567
16 Feb 2018		US reporting	Managing Agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
19 Feb 2018		US reporting	Managing agents to deliver notarised hard copy returns (including schedules F&P) to Market Finance	David Cokayne Market Finance +44 (0)20 7327 6238
20 Feb 2018	*	China Reinsurance Registration	Confirmation that material, provided to the syndicate by Lloyd's for review, can be submitted to the China Insurance Regulatory Commission (CIRC) in order to meet the quarterly reinsurance registration process. Note: This confirmation is only required in relation to syndicates that are registered with CIRC.	Rehan Muhammad International Regulatory Affairs +44 (0) 20 7327 5282 Maxine Hooper International Regulatory Affairs +44 (0) 20 7327 6291 ChinaReinsuranceRegistration@lloyds.com
22 Feb 2018		Exposure Management and Reinsurance	SRS Q1 2018 syndicate submission deadline - BY MIDDAY	Chris Wallings Lloyd's Risk Aggregation +44 (0)20 7327 5048
22 Feb 2018		Syndicate reporting	Managing agents to submit quarter four 2017 quarterly monitoring return Part B(QMB) via core market returns.	Tom Halfpenny Business Intelligence +44 (0)20 7327 5943
23 Feb 2018	*	Tax - Members Agent and DCP Level	Members' agents and members to complete and return member-level reinsurance ceded forms for Federal Excise tax purposes	Simon Tyler Taxation +44 (0)1634 392512
23 Feb 2018	*	Tax - Syndicate Level	Managing agents to complete and return syndicate reinsurance ceded forms.	Simon Tyler Tax Department +44 (0)1634 392512
23 Feb 2018		US reporting	Cash Transfer value date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
27 Feb 2018	*	Finance	Swiss Deposit Adjustment	Gurdip Sappal Treasury & Investment Management +44 (0) 20 7327 5762
28 Feb 2018		Agency reporting	Agents with financial year ending 30 September 2017 to submit annual financial return (including audited AF1, audited accounts, detailed P&L, forecast P&L and balance sheet	Jake Tomlin Market Finance +44 (0)20 7327 6581
01 Mar 2018		LCR	Managing Agents to submit, by 1pm, re-assessed Lloyd's Capital Return (LCR) pro forma for any syndicate whose ultimate SCR has moved materially (greater than 10% movement prior to adjustment for FX and risk margin and reinsurance contract boundary adjustment changes as a minimum). The LCR submission should be a full pro forma with an analysis of change from the previous submission. The LCR should be calculated at the year-end exchange rate and be based on the final 2018 Syndicate Business Forecast (SBF) submission.	Kevin Barnes Market Reserving and Capital +44 (0)20 7327 5683
01 Mar 2018		Syndicate reporting	Submit audited Q4 2017 QSR via CMR, by 2pm	Paul Appleton Market Finance +44 (0)20 7327 6433
02 Mar 2018	*	Distribution	Last date for Managing Agents to submit personal expense information for results collection via Distribution website	Graham Bonner Market Services +44 (0)1634 392056

02 Mar 2018	*	Syndicate reporting	Cash transfer statements for open year profits to be submitted to Market Finance	Kevin Nethersell Market Finance +44 (0)20 7327 6253
09 Mar 2018	*	Distribution	Last date to notify Market Services of any open year 16 June cash calls for inclusion in the 2015 distribution process	Theresa Thorp Market Services +44 (0)1634 392059
09 Mar 2018	*	Distribution	Market Services to provide initial extract of Results data for Managing Agents	Theresa Thorp Market Services +44 (0)1634 392059
09 Mar 2018		Canadian reporting	Managing agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
14 Mar 2018	*	Direct Corporate Members (DCP)	(For any new mixed syndicate that commences 1 April) Members' agents and direct corporate members to confirm that members have signed syndicate lists and are in compliance with Lloyd's requirements for Funds at Lloyd's	Nigel Williamson Relationship Management +44 (0) 20 7327 6415
14 Mar 2018	*	Coming into line	(For any new mixed syndicate that commences 1 April) Members' agents and direct corporate members to confirm that members have signed syndicate lists and are in compliance with Lloyd's requirements for Funds at Lloyd's	Nigel Williamson Relationship Management +44 (0) 20 7327 6415
14 Mar 2018	*	French office	Q5 2015: GAREAT large risk return to French Office for period 1 January 2016 to 31 December 2017.	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
14 Mar 2018	*	French office	Q1 2017: GAREAT large risk return to French Office for period 1 January 2018 to 10 March 2018.	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
14 Mar 2018				Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
15 Mar 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for February 2018 before 12noon (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
15 Mar 2018			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Mar 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for February 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823

15 Mar 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for February 2018 before 12noon (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Mar 2018		Finance	Canadian Margin Fund quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
16 Mar 2018	*	Distribution	Managing Agents to raise any queries with Results data calculations	Theresa Thorp Market Services +44 (0)1634 392059
16 Mar 2018	*	Distribution	Market Services to issue distribution data (DD) files to members' agents	Graham Bonner Market Services +44 (0)1634 392056
16 Mar 2018		Canadian reporting	Quarter Four, 2016 Canadian Funding cash movement date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
16 Mar 2018		Canadian reporting	Canadian Margin Fund adjustment date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
16 Mar 2018		Syndicate reporting	Managing agents to submit syndicate annual report and accounts as at 31 December 2017 together with agent and auditor confirmation of agreement with QMA	Jake Tomlin Market Finance +44 (0)20 7327 6581
16 Mar 2018		Finance	Canadian Margin Fund adjustment, quarter four 2017 settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
20 Mar 2018	*	Distribution	Remittance & Loss advices sent to Managing Agents for confirmation of amounts being collected via Lloyd's Central Accounting, including profit collections for Direct Corporate Members real debts and open year releases	Graham Bonner Market Services +44 (0)1634 392056
20 Mar 2018		Syndicate reporting	Managing Agents to submit TPD return as at year-end 2017 via Core Market Returns	James Lane Market Reserving & Capital +44 (0)20 7327 5952
21 Mar 2018		Syndicate reporting	Managing agents to submit PDF electronic versions of syndicate annual accounts and syndicate underwriting year accounts as at 31 December 2017 via the Market Returns website	Jake Tomlin Market Finance +44 (0)20 7327 6581
23 Mar 2018	*	Distribution	Managing Agents to return Remittance & Loss advices to confirm profit amounts being collected via Lloyd's Central Accounting	Graham Bonner Market Services +44 (0)1634 392056
23 Mar 2018	*	Direct Corporate Members (DCP)	UK solvency data produced and despatched to members' agents and direct corporate participants	Kevin Nethersell Market Finance +44 (0)20 7327 6253

23 Mar 2018	*	Solvency	UK solvency data produced and despatched to members' agents and direct corporate participants	Kevin Nethersell Market Finance +44 (0)20 7327 6253
23 Mar 2018	*	Syndicate reporting	Quarterly monitoring return extract for quarter four 2017 dispatched to recipients.	Jake Tomlin Market Finance +44 (0)20 7327 6581
29 Mar 2018	*	Distribution	Members' agents submit agent expense (AE) data files to Market Services	Graham Bonner Market Services +44 (0)1634 392056
29 Mar 2018		Exposure Management and Reinsurance	Managing Agents to submit Realistic Disaster Scenario (RDS) return as at 1 January 2018 including Supplementary Information by MIDDAY. This return is via CMR.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
29 Mar 2018	*	Syndicate reporting	Managing Agents to submit to PMD Related Parties Disclosure template	RelatedPartiesDisclosure@lloyds.com
29 Mar 2018		Syndicate reporting	Managing Agents to send annual and underwriting year accounts to members.	Jake Tomlin Market Finance +44 (0)20 7327 6581
29 Mar 2018		Syndicate reporting	Managing Agents to submit AAD, ASR, ASB and NST as at 31 December 2017 via Core Market Returns BY 2PM	Paul Appleton Market Finance +44 (0)20 7327 6433
30 Mar 2018	*	Solvency	Solvency date by which all non-life actuarial reports supporting the UK solvency and US trust fund opinions must be submitted to the Lloyd's Actuary	Catherine Scullion Market Reserving and Capital +44 (0)20 7327 5567
30 Mar 2018	*	Declaration of compliance	Deadline for Members Agents to submit declaration of compliance	Angela Beckingham Market Services +44 (0)1634 392083
30 Mar 2018	*	Minimum Standards	Managing Agents to submit Attestation of Compliance with the Minimum Standards for each syndicate under management to risk.assurance@lloyds.com	Mike Steer Risk Assurance +44 (0)20 7327 5709
30 Mar 2018	*	French office	Submission of completed syndicate medical malpractice legal liability return to Lloyd's France	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
30 Mar 2018	*	Syndicate reporting	Managing agents to submit annual ORSA Report Return for each syndicate under management to ORSAsubmissions@lloyds.com	Neil Griffiths Risk Management +44 (0)20 7327 5729
03 Apr 2018	*	New start ups	Mid year start deadline for a new mixed syndicate	Nigel Williamson Market Relationship and Development +44 (0)20 7327 6415
04 Apr 2018	*	Syndicate reporting	Complaints Team will request confirmation from Managing Agents that all complaints relating to UK policyholders have been notified to Lloyd's under the Complaints Handling Code with a two week deadline for response.	Jenny Laverty Complaints Team +44 (0)1634 392320
06 Apr 2018	*	Tax - Members Agent and DCP Level	US Tax - Corporate members to confirm change of control information and controlled foreign corporation status for the United States income tax return	Simon Tyler Taxation +44 (0)1634 392512
06 Apr 2018	*	Syndicate reporting	Complaints team will request a sample of Summary Resolution Communications issued in the previous quarter to be reviewed in accordance with the UK Complaints Handling Code with a two week deadline for response.	Caron Viollet Complaints Team +44 (0)1634 392217
10 Apr 2018	*	Distribution	Market Services to collect sterling and US\$ profits from funds Lloyd's American Trust Fund (LATF) and Lloyd's Dollar Trust Fund (LDTF) via central accounting (non-fasttrack amounts only). Note: any Open year releases should be included.	Graham Bonner Market Services +44 (0)1634 392056

10 Apr 2018	*	Distribution	Managing Agents to provide technical cash call statements in respect of LATF surpluses, where appropriate, to Market Services (Life syndicates only)	Graham Bonner Market Services +44 (0)1634 392056
10 Apr 2018		Syndicate reporting	Managing Agents to submit GQD return as at Quarter 1 2018 via Core Market Returns BY 2PM	James Lane Market Reserving & Capital +44 (0)20 7327 5952
11 Apr 2018	*	Distribution	2015 distribution debt allocation process and interchange of information with members' agents and Direct Corporate Participants to commence	Theresa Thorp Market Services +44 (0)1634 392059
11 Apr 2018	*	Direct Corporate Members (DCP)	2015 distribution debt allocation process and interchange of information with members' agents and Direct Corporate participants to commence	Theresa Thorp Market Services +44 (0)1634 392059
11 Apr 2018	*	New start ups	Managing agents to make an outline proposal to Lloyd's for a new mixed syndicate as at 1 July 2018	Robert Stevenson Market Relationship and Development +44 (0)20 7327 5541
13 Apr 2018	*	Non-XIS Return	Managing agents to submit details of South African and Australian business not processed through central accounting as at 31 March 2018	Hayley Youles Market Finance +44 (0)20 7327 5299
13 Apr 2018	*	FAL	Capital test - Release test/Coming into Line (CIL) calculations as at 30 December 2017 issued to Members' Agents	Louise Holliday Market Services +44 (0)1634 392174
13 Apr 2018	*	Tax - Syndicate Level	Complete US investment income supplementary information and provide copies of 1042-S received from custodians to Tax Operations	Lorraine Neal Taxation +44 (0)1634 392376
13 Apr 2018		US reporting	Electronic packs for US filings to New York Insurance Department available on the Overseas reporting system.	David Cokayne Market Finance +44 (0)20 7327 6238
13 Apr 2018	*	Syndicate reporting	Managing Agents to return certificate and auditors statement for syndicates writing Irish Motor business	Syed Shahid International Regulatory Affairs +44 (0)20 7327 6051
16 Apr 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for March 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
16 Apr 2018		Syndicate reporting	Submission of completed Singapore Risk Registration form - This report is only to be completed by those syndicates writing business via the Singapore Platform	Kevin Blake Global Operations +44 (0)20 7327 5689
18 Apr 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for March 2018 before 12NOON (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com

18 Apr 2018	*	New start ups	Latest date for High Level Pitch discussions with Lloyd's for new mixed syndicates commencing 1 July 2018	Bob Stevenson Relationship Management +44 (0)20 7327 5541
18 Apr 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for March 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
18 Apr 2018		Syndicate reporting	Response due following the request for confirmation from Managing Agents that all complaints relating to policyholders have been notified to Lloyd's under the Complaints Handling Code.	Jenny Laverty Complaints Team +44 (0)1634 392320
19 Apr 2018	*	Australian Terrorism	Managing Agents to submit the Quarter 1 Australian Reinsurance Pool Corporation Return to Lloyd's General Representative in Australia and International Regulatory Affairs	Rehan Syed-Muhammad International Regulatory Affairs +44 (0)20 7327 5282
20 Apr 2018	*	Tax - Members Agent and DCP Level	Last date for members' agents to advise Tax Operations of stop loss policies paid or stop loss recoveries received in respect of their members.	Simon Tyler Taxation +44 (0)1634 392512
20 Apr 2018	*	Direct Corporate Members (DCP)	Capital test - Release test/Coming into Line (CIL) calculations as at 30 December 2017 issued to DCP Members.	Andrew Mires Market Services +44 (0)1634 392374
23 Apr 2018		US reporting	Submission of NAIC/IID and TRIA electronic filing to Market Finance via SecureStore (for onward transmission and payment of annual fees by 15 May 2018)	Hayley Youles Market Finance +44 (0)20 7327 5299
24 Apr 2018		Canadian reporting	Provision of Preliminary packs to market	Tracey Nash Market Finance +44 (0)20 7327 5435
25 Apr 2018	*	User pays	Deadline for invoices relating to quarter one 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
25 Apr 2018	*	Direct Corporate Members (DCP)	Provision of updated ECAs for all members (via member modelling software) using year end rates of exchange and post Dec 2017 RITCs	Neil Wells Market Reserving and Capital + 44 (0)20 7327 6034
25 Apr 2018	*	Direct Corporate Members (DCP)	Deadline for invoices relating to quarter one 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
25 Apr 2018		Finance	South African Trust Fund quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
26 Apr 2018		Syndicate reporting	Managing agents to submit quarter one 2018 QSR and QAD, via core market returns	Paul Appleton Market Finance +44 (0)20 7327 6433

26 Apr 2018		Finance	Illinois Trust Fund quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
27 Apr 2018	*	Distribution	Market Services prepare and despatch consolidated personal accounts to members' agents and direct corporate participants.	Graham Bonner Market Services +44 (0)1634 392056
27 Apr 2018	*	Direct Corporate Members (DCP)	Market Services prepare and despatch consolidated personal accounts to members' agents and direct corporate participants.	Graham Bonner Market Services +44 (0)1634 392056
27 Apr 2018	*	Agency agreements	Latest date for managing agents of unaligned syndicates to apply to Lloyd's for permission to terminate the managing agent's agreements in relation to a syndicate if they intend to effect a syndicate merger, a minority buy-out of the unaligned capacity or to increase fees/profit commission	Kevin Lazarus Legal Services +44 (0)20 7327 6737
27 Apr 2018	*	Finance	Swiss Deposit Adjustment	Gurdip Sappal Treasury & Investment Management +44 (0) 20 7327 5762
27 Apr 2018	*	French office	GAREAT large risk annual return - risks over EUR150m	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
				Maria McLoughlin International Regulatory Affairs +44 (0) 20 7327 5209
30 Apr 2018		Agency reporting	Agents to submit quarterly financial return for quarter ending 31 March 2018. Sign off required by director on behalf of the board.	Jake Tomlin Market Finance +44 (0)20 7327 6581
01 May 2018		US reporting	Managing agents to lock completed electronic reporting packs	David Cokayne Market Finance +44 (0)20 7327 6238
02 May 2018	*	Distribution	Market Services estimated date when first surpluses will be available for payment to members.	Theresa Thorp Market Services +44 (0)1634 392059
02 May 2018	*	Direct Corporate Members (DCP)	Market Services estimated date when first surpluses will be available for payment to members.	Theresa Thorp Market Services +44 (0)1634 392059
02 May 2018		Canadian reporting	Managing agents to lock completed electronic reporting packs	Tracey Nash Market Finance +44 (0)20 7327 5435
02 May 2018		Finance	Australian Trust fund and Australian and JATF(2), quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
02 May 2018		Finance	Credit for reinsurance and surplus lines trust funds quarter four 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
02 May 2018		Finance	Kentucky Trust Fund and Kentucky JATF quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
02 May 2018		Finance	South Africa Trust Fund adjustment, quarter one 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
03 May 2018		US reporting	Managing agents to submit signed and notarised jurat pages to Market Finance.	David Cokayne Market Finance +44 (0)20 7327 6238

03 May 2018		Finance	Illinois Trust Fund adjustment, quarter one 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
04 May 2018	*	Tax - Syndicate Level	Submit details of United States syndicate information statements (SIS) and expenses schedules for the purpose of filing the United States federal income tax return to Tax Operations	Simon Tyler Tax Operations +44 (0)1634 392512
04 May 2018	*	US reporting	Managing Agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
04 May 2018	*	US reporting	New syndicates only - Lloyd's recommended date for submission of International Insurance Department (National Association of Insurance Commissioners) applications and fees if a syndicate intends to write US surplus lines business (for 1 July 2018)	Luther Collins International Regulatory Affairs +44 (0)20 7327 6355
05 May 2018		Syndicate reporting	Managing Agents to submit excel version of quarterly broker remuneration return	Barney Smith Delegated Authority +44 (0)20 7327 6057
09 May 2018	*	New start ups	Managing agents to submit a final complete new syndicate application for a mixed syndicate commencing 1 July 2018	Nigel Williamson Market Relationship and Development +44 (0)20 7327 6415
09 May 2018		Finance	Kentucky Trust Fund adjustment quarter one 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
09 May 2018		Finance	Australian Trust Fund adjustment, quarter one 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
09 May 2018		Finance	Credit for reinsurance and surplus lines trust funds quarter four 2017 - settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
10 May 2018		US reporting	US Situs Top up cash movement date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392206
10 May 2018		Syndicate reporting	Managing agents to submit quarter one 2018 QMB, via core market returns by 2PM	Thomas Halfpenny Business Intelligence +44 (0)20 7327 5943
10 May 2018		Syndicate reporting	Managing agents to submit quarter one 2018 QMA via core market returns by 2PM	Jake Tomlin Market Finance +44 (0)20 7327 6581
11 May 2018		Canadian reporting	Managing agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
11 May 2018		Finance	Canadian Margin Fund, quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
15 May 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for April 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 May 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for April 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823

15 May 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for April 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 May 2018	*	Syndicate reporting	Request sent to managing agents to complete questionnaire relating to policyholders who meet the definition of an 'eligible complainant' to meet Lloyd's FCA reporting requirements.	Jenny Lavery Complaints Team +44 (0)1634 392320
16 May 2018		User pays	Complaints handling charges due to be levied provided to managing agents to allow them to be verified prior to collection via ARCS	Donna Nesbitt Complaints Team +44 (0)1634 392497
16 May 2018		Syndicate reporting	Quarterly monitoring return (QMR) extract for quarter one 2018 dispatched to recipients.	Jake Tomlin Market Finance +44 (0)20 7327 6581
18 May 2018	*	Canadian reporting	Quarter One, 2017 Canadian Funding cash movement date	Donna Broughton Settlement and Trust Funds + 44 (0)1634 392693
18 May 2018		Finance	Canadian Margin Fund adjustment, quarter one 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
22 May 2018	*	China Reinsurance Registration	Confirmation that material, provided to the syndicate by Lloyd's for review, can be submitted to the China Insurance Regulatory Commission (CIRC) in order to meet the quarterly reinsurance registration process. Note: This confirmation is only required in relation to syndicates that are registered with CIRC.	Rehan Muhammad International Regulatory Affairs +44 (0) 20 7327 5282 Maxine Hooper International Regulatory Affairs +44 (0) 20 7327 6291 ChinaReinsuranceRegistration@lloyds.com
24 May 2018		Exposure Management and Reinsurance	Managing Agents to submit Lloyd's Catastrophe Model (LCM) Quarterly Return as at 1 April 2018 by MIDDAY. This return is via SecureStore.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
25 May 2018	*	Tax - Syndicate Level	Submit details of Canadian Syndicate Information Statements (SIS) to determine the tax liability for filing Canadian tax return for non-Canadian residents	Cheryl Masson Taxation +44 (0)1634 392620
25 May 2018	*	Syndicate reporting	Managing Agents to submit Actuarial Function Reports (covering TPs and Risk Management) for each syndicate under management to AFReports@lloyds.com.	Catherine Scullion Market Reserving & Capital +44 (0)20 7327 5567
30 May 2018	*	Finance	ASL 2nd Income Distribution (excl Lloyd's Asia)	Mat Stone Financial Control +44 (0)1634 392202
31 May 2018	*	Distribution	Latest date for members' agents to send consolidated personal accounts to members.	Graham Bonner Market Services +44 (0)1634 392056
31 May 2018		Agency reporting	Agents with financial year ending 31 December 2017 to submit annual financial return (including audited AF1, audited accounts, detailed P&L, forecast P&L and balance sheet	Jake Tomlin Market Finance +44 (0)20 7327 6581
14 Jun 2018	*	Syndicate reporting	Request sent to managing agents to complete questionnaire relating to policyholders who meet the definition of an 'eligible complainant' to meet Lloyd's FCA reporting requirements.	Jenny Lavery Complaints Team +44 (0)1634 392320
15 Jun 2018	*	Distribution	2015 distribution losses to be funded and paid to syndicates.	Theresa Thorp Market Services +44 (0)1634 392059

15 Jun 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for May 2018 before 12NOON (UK time) using Core Market Returns software	Adam Cable International Regulatory Affairs +44 (0)207 327 5277
			NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com

15 Jun 2018	*	FAL	Members to provide additional Funds at Lloyd's (FAL) and supporting documents to clear mid year coming-into-line (CIL) shortfalls.	Anne Cooper Market Services +44 (0)1634 392576
15 Jun 2018	*	Direct Corporate Members (DCP)	Direct Corporate Participant Members to provide additional Funds at Lloyd's (FAL) and supporting documents to clear mid year coming-into-line (CIL) shortfalls.	Anne Cooper Market Services +44 (0)1634 392576
15 Jun 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for May 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
15 Jun 2018	*	French office	Q6 2017 (regularisation return): GAREAT large risk return to French office for 01/01/2017 to 31/12/2017 (if required)	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
				Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
15 Jun 2018	*	French office	Q2 2018: GAREAT large risk return to French office for period 01/01/2018 to 10/06/2018	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030
				Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209

15 Jun 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for May 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
20 Jun 2018	*	Agency agreements	Latest date for the submission of full applications to increase fee/profit commission by managing agents in relation to unaligned syndicates.	Kevin Lazarus Legal Services +44 (0)20 7327 6737
20 Jun 2018	*	Agency agreements	Latest date by which a written application from a managing agent that intends to proceed to effect a syndicate merger (other than where all the syndicates are aligned) must be submitted where that managing agent has already given notice of intention to Lloyd's (copied to members' agents and direct corporate participants) by 30 April to effect a syndicate merger	Paul Thornton Legal Services +44 (0)20 7327 6281
29 Jun 2018	*	Direct Corporate Members (DCP)	Direct Corporate Participant Members to ensure mid year (CIL) shortfalls have been cleared (see 16th June)	Anne Cooper Market Services +44 (0)1634 392576
29 Jun 2018	*	Direct Corporate Members (DCP)	Deadline for Names to clear solvency shortfalls	Kevin Nethersell Market Finance +44 (0)20 7327 6253
29 Jun 2018	*	Direct Corporate Members (DCP)	Deadline for Direct Corporate Members to submit declaration of compliance	Angela Beckingham Market Services +44 (0)1634 392083
29 Jun 2018	*	Solvency	Deadline for Names to clear solvency shortfalls	Kevin Nethersell Market Finance +44 (0)20 7327 6253
29 Jun 2018	*	Coming into line	Valuation date for December coming into line exercise	Martin Hassell Market Services +44 (0)1634 392548
29 Jun 2018	*	Coming into line	Deadline for Members to ensure mid year coming-into-line (CIL) shortfalls have been cleared (see 16th June)	Anne Cooper Market Services +44 (0)1634 392576
29 Jun 2018	*	Declaration of compliance	Deadline for Direct Corporate Members to submit declaration of compliance	Angela Beckingham Market Services +44 (0)1634 392083
29 Jun 2018		Agency reporting	Agents with financial year ending 31 December 2017 to submit accounts of ultimate holding company as part of the AF1 exercise	Jake Tomlin Market Finance +44 (0)20 7327 6581
29 Jun 2018	*	Tax - Syndicate Level	Submit details of revised Canadian Syndicate Information Statements (SIS) and Canadian GST/HST Return for each syndicate	Mary O'Brien Tax +44 (0)20 7327 6852

03 Jul 2018	*	New start ups	New mixed syndicate mid year start deadline	Nigel Williamson Relationship Management +44 (0)207 327 6415
03 Jul 2018	*	Tax - Syndicate Level	Last date for managing agents to submit syndicate UK tax computations to Tax Operations	Cheryl Masson Tax Department +44 (0)1634 392620
04 Jul 2018	*	Syndicate reporting	Complaints team will request confirmation from Managing Agents that all complaints relating to UK policyholders have been notified to Lloyd's under the Complaints Handling Code with a two week deadline for response.	Jenny Lavery Complaints Team +44 (0)1634 392320
06 Jul 2018	*	Tax - Syndicate Level	Last date for relevant managing agents to submit Singapore Year of Assessment 2018 syndicate schedules A1, A2 & C to Tax Operations	Lorraine Neal Taxation +44 (0)1634 392376
06 Jul 2018	*	Syndicate reporting	Managing Agents to submit Q2 Quarterly Model Change Report for each syndicate under management to risk.assurance@lloyds.com	Lyndsay Deeves Risk Assurance +44 (0)20 7327 5993
06 Jul 2018	*	Syndicate reporting	Complaints team will request a sample of Summary Resolution Communications issued in the previous quarter to be reviewed in accordance with the UK Complaints Handling Code with a two week deadline for response.	Caron Violet Complaints Team +44 (0)1634 392217
10 Jul 2018		Syndicate reporting	Managing Agents to submit GQD return as at Quarter 2 2018 via Core Market Returns	James Lane Market Reserving & Capital +44 (0)20 7327 5952
11 Jul 2018	*	Non-XIS Return	Managing agents to submit details of South African and Australian business not processed through central accounting as at 30 June 2018	Hayley Youles Market Finance +44 (0)20 7327 5299
13 Jul 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for June 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
13 Jul 2018	*	US reporting	Electronic packs for US filings to New York Insurance Department available on the Overseas Reporting system.	David Cokayne Market Finance +44 (0)20 7327 6238

13 Jul 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for June 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
13 Jul 2018		Syndicate reporting	Submission of completed Singapore Risk Registration form - This report is only to be completed by those syndicates writing business via the Singapore Platform	Kevin Blake Global Operations +44 (0)20 7327 5689
16 Jul 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for June 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
16 Jul 2018		Syndicate reporting	Response due following the request for managing agents to complete the questionnaire relating to policyholders who meet the definition of an 'eligible complainant' to meet Lloyd's FCA reporting requirements.	Jenny Laverty Complaints Team +44 (0)1634 392320
18 Jul 2018		Syndicate reporting	Response due following the request for confirmation from Managing Agents that all complaints relating to policyholders have been notified to Lloyd's under the Complaints Handling Code.	Jenny Laverty Complaints Team +44 (0)1634 392320
19 Jul 2018	*	Australian Terrorism	Managing Agents to submit the Quarter 2 Australian Reinsurance Pool Corporation Return to Lloyd's General Representative in Australia and International Regulatory Affairs.	Rehan Syed-Muhammad International Regulatory Affairs +44 (0)20 7327 5282
19 Jul 2018		Exposure Management and Reinsurance	SRS Q3 2018 syndicate submission deadline, BY MIDDAY	Chris Wallings Lloyd's Risk Aggregation +44 (0)20 7327 5048
20 Jul 2018	*	Canadian reporting	Electronic packs available on the Overseas Reporting system	Tracey Nash Market Finance +44 (0)20 7327 5435
25 Jul 2018	*	User pays	Deadline for invoices relating to quarter two 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
25 Jul 2018	*	FAL	Market Services to issue member's Funds at Lloyd's (FAL) valuations as at 30 June 2018 in relation to Coming into Line and the release test calculation	Martin Hassell Market Services +44 (0)1634 392548
25 Jul 2018	*	Direct Corporate Members (DCP)	Deadline for invoices relating to quarter two 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
25 Jul 2018	*	Direct Corporate Members (DCP)	Market Services to issue member's Funds at Lloyd's (FAL) valuations as at 30 June 2018 in relation to Coming into Line and the release test calculation	Martin Hassell Market Services +44 (0)1634 392548

26 Jul 2018	*	Finance	2018 ASL Singapore and Lloyd's Asia Collection & Distribution	Gurdip Sappal Treasury & Investment Management +44 (0) 20 7327 5762 Mat Stone Financial Control +44 (0)1634 392202
26 Jul 2018		Syndicate reporting	Q2 2018 QSR and QAD to be submitted by 2pm	Paul Appleton Market Finance +44 (0)20 7327 6433
26 Jul 2018		Finance	Illinois Trust Fund quarter two 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
26 Jul 2018		Finance	South African Trust Fund quarter two 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
27 Jul 2018	*	Tax - Members Agent and DCP Level	Expense Declaration Forms to be completed by member's agents/corporate members, and individual US (resident and national) members. Details of income and expenses in connection with the members underwriting paid outside of Lloyd's for the United States income tax return to be provided	Simon Tyler Taxation +44 (0)1634 392512
27 Jul 2018	*	Canadian reporting	Managing Agents to lock completed electronic reporting packs by 16:00	Tracey Nash Market Finance +44 (0)20 7327 5435
31 Jul 2018		Agency reporting	Agents to submit quarterly financial return for quarter ending 30 June 2018 by 2PM. Sign off required by director on behalf of the board.	Jake Tomlin Market Finance +44 (0)20 7327 6581
31 Jul 2018		Performance Management Data Return	Managing agents to submit December (18) 2017 Performance Management Data Return for December 2017 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
31 Jul 2018	*	US reporting	Agents to submit electronic packs	David Cokayne Market Finance +44 (0)20 7327 6238
01 Aug 2018	*	French office	GAREAT small and medium-sized risk - completion of the 2019 estimated premium return (optional pool) French office*	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030 Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
01 Aug 2018	*	French office	GAREAT small and medium-sized risk annual return - risks strictly below EUR20m - reporting by French department and business category (optional pool).	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030 Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
01 Aug 2018		Finance	Credit for reinsurance and surplus lines trust funds quarter one 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Aug 2018		Finance	Australian Trust Fund and JATF (2) quarter two 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Aug 2018		Finance	Kentucky Trust Fund and Kentucky JATF quarter two 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
02 Aug 2018	*	US reporting	Agents to submit notarised packs	David Cokayne Market Finance +44 (0)20 7327 6238

02 Aug 2018		Syndicate reporting	Managing agents to submit quarter two 2018 audited QMB - BY 2PM	Tom Halfpenny Business Intelligence +44 (0)20 7327 5943
02 Aug 2018		Finance	Illinois Trust Fund adjustment, quarter two 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
02 Aug 2018	*	Finance	South Africa Trust Fund adjustment, quarter two 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
03 Aug 2018	*	Capacity	Last date for a capacity offer to close, when a minority buy-out application is intended to be made	Claire Schrader Legal Services +44 (0)20 7327 6173
03 Aug 2018	*	US reporting	Managing Agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
03 Aug 2018	*	US reporting	New syndicates only - Lloyd's recommended date for submission of International Insurance Department (National Association of Insurance Commissioners) applications and fees if a syndicate intends to write US surplus lines business (for 1 October 2018)	Luther Collins International Regulatory Affairs +44 (0)20 7327 6355
05 Aug 2018		Syndicate reporting	Managing Agents to submit excel version of quarterly broker remuneration return	Barney Smith Delegated Authority +44 (0)20 7327 6057
08 Aug 2018		Finance	Australian Trust Fund adjustment, quarter two 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
08 Aug 2018		Finance	Kentucky Trust Fund adjustment, quarter two 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
09 Aug 2018		Syndicate reporting	Managing agents to submit quarter two 2018 audited QMA - BY 2PM	Jake Tomlin Market Finance +44 (0)20 7327 6581
10 Aug 2018	*	US reporting	US Situs Top up cash movement date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
14 Aug 2018	*	China Reinsurance Registration	Confirmation that material, provided to the syndicate by Lloyd's for review, can be submitted to the China Insurance Regulatory Commission (CIRC) in order to meet the quarterly reinsurance registration process. Note: This confirmation is only required in relation to syndicates that are registered with CIRC.	Rehan Muhammad International Regulatory Affairs +44 (0) 20 7327 5282 Maxine Hooper International Regulatory Affairs +44 (0) 20 7327 6291

ChinaReinsuranceRegistration@lloyds.com

15 Aug 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for July 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Aug 2018	*	New start ups	Last date for presentation to Lloyd's New Entrant Assessment Group to establish a new mixed capital syndicate to start as at 1 January 2019	Nigel Williamson Relationship Management +44 (0)20 7327 6415
15 Aug 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for July 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
15 Aug 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for July 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Aug 2018		Syndicate reporting	Quarterly monitoring return extract for quarter two 2018 dispatched to recipients.	Jake Tomlin Market Finance +44 (0)20 7327 6581
17 Aug 2018	*	Australian Terrorism	Managing Agents to submit the Annual Australian Reinsurance Pool Corporation Return to Lloyd's General Representative in Australia and International Regulatory Affairs.	Rehan Syed-Muhammad International Regulatory Affairs +44 (0)20 7327 5282
17 Aug 2018	*	Canadian reporting	Managing agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693

17 Aug 2018		Finance	Canadian Margin Fund quarter two 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
23 Aug 2018		Exposure Management and Reinsurance	Managing Agents to submit Lloyd's Catastrophe Model (LCM) Quarterly Return as at 1 July 2018 by MIDDAY. This return is via SecureStore.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
24 Aug 2018	*	Pre emptions	Last date for managing agents to make pre-emption offers for non-aligned syndicates.	Sally Dunning Market Services +44 (0)1634 392486
24 Aug 2018	*	Distribution	Last date for managing agents to notify Market Services of any interim cash calls due for payment on 29 September 2018	Theresa Thorp Market Services +44 (0)1634 392059
24 Aug 2018	*	Direct Corporate Members (DCP)	Economic capital assessment (ECA). Provisional Member Modelling Software release with rollover information only.	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
24 Aug 2018	*	ECA	Economic Capital Assessment (ECA). Provisional Member Modelling Software release with rollover information only.	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
24 Aug 2018	*	Canadian reporting	Quarter Two, 2018 Canadian Funding cash movement date	Donna Broughton Settlement and Trust Funds + 44 (0)1634 392693
24 Aug 2018	*	Finance	ASL 2nd Income Distribution (Lloyd's Asia)	Mat Stone Financial Control +44 (0)1634 392202
24 Aug 2018		Finance	Canadian Margin Fund adjustment, quarter two 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
30 Aug 2018		Exposure Management and Reinsurance	Managing Agents to submit Realistic Disaster Scenario (Light)[RDL] return as at 1 July 2018 including Supplementary Information, by MIDDAY. This return is via CMR.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
30 Aug 2018	*	Finance	Swiss Deposit Adjustment	Gurdip Sappal Treasury & Investment Management +44 (0) 20 7327 5762
30 Aug 2018		Syndicate reporting	Submit audited Q2 2018 QSR via CMR, by 2pm	Paul Appleton Market Finance +44 (0)20 7327 6433
31 Aug 2018	*	FAL	Deadline for Members to submit requests for the Total Release and end of interavailability applications for Funds at Lloyd's (FAL).	Anne Cooper Market Services +44 (0)1634 392576
31 Aug 2018	*	ECA	Member Modeller (CY) updated for 30 June 2018 exchange rates for use in September Release Test	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
31 Aug 2018	*	Agency reporting	Agents with financial year ending 31 March 2018 to submit annual financial return (including audited AF1, audited accounts, detailed P&L, forecast P&L and balance sheet).	Jake Tomlin Market Finance +44 (0)20 7327 6581
31 Aug 2018	*	Agency agreements	Last date for managing agents to give notice of intention to cease a syndicate	Nigel Williamson Relationship Management +44 (0)20 7327 6415
06 Sep 2018	*	Pre emptions	Managing agents of non-aligned syndicates to submit their intention to pre-empt or de-empt for 2019 to Market Services	Sally Dunning Market Services +44 (0)1634 392486

06 Sep 2018	*	Syndicate Business Planning	Managing agents listed in group 1 to submit final 2018 syndicate business forecast (SBF) for syndicates 1 by 1pm, via core market return website. If Board sign-off is not included, this should be provided to CPG secretariat by 9 October. Group 1: Syndicate with spread member capital and Managing Agents with Special Purpose Arrangements (SPA), Syndicates with member consolidation requirements and Managing Agents with multiple syndicates – where at least one is required to submit on 6th Sept to Group 2: Syndicates with dedicated single member corporate capital	Eva Bocci Syndicate Underwriting Performance +44 (0)20 7327 5496
06 Sep 2018	*	Exposure Management and Reinsurance	Managing Agents in Group 1 to submit LCM Forecast return via 'Lloyd's Catastrophe Model' SecureStore, within the 'CPG 2018' folder. Managing Agents in Group 1 to submit SBF War NCBR data return via 'Lloyd's Catastrophe Model' SecureStore, within the 'CPG 2018' folder	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
13 Sep 2018	*	LCR	Managing Agents to submit by 1pm final Lloyd's Capital Return (LCR) pro forma that meet the following criteria: 1: Syndicate with spread member capital and Managing Agents with Special Purpose Arrangements (SPA); 2: Syndicates with member consolidation requirements 3: Managing Agents with multiple syndicates, where at least one is required to submit via point 1 or 2 The LCR submission should be made via the Core Market Returns website by 1pm and include the following: a pro forma based on the final 2018 Syndicate Business Forecast (SBF) submission; the SCR methodology and assumptions documentation; the supplementary questionnaire; plus the analysis of change document.	Kevin Barnes Market Reserving and Capital +44 (0)20 7327 5683
13 Sep 2018	*	Exposure Management and Reinsurance	Managing agents in Group 1 to submit Catastrophe-Risk Sensitivity Test return and LCM/LCR Analysis of change return via 'Lloyds Catastrophe Model' SecureStore, within the 'CPG 2018' folder.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983
13 Sep 2018	*	Syndicate reporting	Managing Agents to submit Q3 Quarterly Model Change report for each syndicate under management to risk.assurance@lloyds.com at the time as the LCR submission is required i.e. 13 September or 2 October	Lyndsay Deeves Risk Assurance +44 (0)20 7327 5993
14 Sep 2018	*	Tax - Members Agent and DCP Level	New members required to confirm if they are a Small/Medium Enterprise (SME) for the purpose of Japanese Tax	Simon Tyler Taxation +44 (0)1634 392512
14 Sep 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for August 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
14 Sep 2018	*	FAL	Interim syndicate results for capital setting released	Kevin Nethersell Market Finance +44 (0)20 7327 6253
14 Sep 2018	*	FAL	Capital test - Release test/Coming into Line (CIL) calculations (as at 30 June 2018) issued to Members' Agents	Louise Holliday Market Services +44 (0)1634 392174

14 Sep 2018	*	French office	Q3 2018: GAREAT large risk return to French office for period 01/01/2018 to 10/09/2018	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030 Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
14 Sep 2018	*	French office	GAREAT small and medium-sized risk - completion of the 2017 adjustment return (optional pool)	Stephanie Le Ninivin Lloyd's French Office +33 (0)1 42 60 85 92/+44 (0) 20 7327 7030 Maria McLoughlin International Regulatory Affairs +44 (0)20 7327 5209
14 Sep 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for August 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
17 Sep 2018		Performance Management Data Return	Managing agents to submit Performance Management Data Return for August 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
19 Sep 2018	*	New start ups	Managing agents to submit a final complete new syndicate application for a mixed syndicate commencing 1 November 2018	Nigel Williamson Relationship Management +44 (0)20 7327 6415
19 Sep 2018	*	New start ups	Last date for presentation to Lloyd's New Entrant Assessment Group to establish a new aligned syndicate to start as at 1 January 2019.	Nigel Williamson Relationship Management +44 (0)20 7327 6415
20 Sep 2018	*	Direct Corporate Members (DCP)	Capital test - Release test/Coming into Line (CIL) calculations (as at 30 June 2018) issued to DCP Members	Andrew Mires Market Services +44 (0)1634 392374
28 Sep 2018	*	Tax - Members Agent and DCP Level	Deadline for return of new W8-Ben forms to replace existing forms that expire at 31st December 2018	Sarah Vincent Taxation +44 (0)1634 392635
28 Sep 2018	*	Distribution	Interim cash calls to be funded and paid to syndicates.	Theresa Thorp Market Services +44 (0)1634 392059
28 Sep 2018	*	Direct Corporate Members (DCP)	Economic Capital Assessment (ECA). Indicative release. Member Modelling Software update, based on submitted 2019 YOA Lloyd's Capital Return (LCR) and Syndicate Business Forecast (SBF) of ALL syndicates that submit both returns by 13 September	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034

28 Sep 2018	*	Direct Corporate Members (DCP)	Deadline for Direct Corporate Participant Members to submit requests for the Total Release of their Funds at Lloyd's	Anne Cooper Market Services +44 (0)1634 392576
28 Sep 2018	*	ECA	Economic Capital Assessment (ECA). Indicative release. Member Modelling Software update, based on submitted 2019 YOA Lloyd's Capital Return (LCR) and Syndicate Business Forecast (SBF) of ALL syndicates that submit both returns by 13 September.	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
28 Sep 2018	*	New applications	Deadline for prospective corporate members to submit their Stage 1 application to Market Services	Angela Beckingham Market Services +44 (0)1634 392083
28 Sep 2018	*	Auction	Deadline for submission of Auction Forms A & D	Sally Dunning Market Services +44 (0)1634 392486
28 Sep 2018	*	Agency reporting	Deadline for Managing Agents to submit an entry into the Register of Agent Charges for next Year of Account	Sally Dunning Market Services +44 (0)1634 392486
28 Sep 2018	*	Agency agreements	Latest date for agents to submit Register of Agents Charges entry for aligned and unaligned syndicates.	Claire Sheahan Market Services +44 (0)1634 392904
28 Sep 2018	*	US reporting	New syndicates only - Lloyd's recommended date for submission of International Insurance Department (National Association of Insurance Commissioners) applications and fees if a syndicate intends to write US surplus lines business (for 1 January 2019)	Luther Collins International Regulatory Affairs +44 (0)20 7327 6355
28 Sep 2018	*	Syndicate reporting	Managing Agents to confirm trust fund requirements for 2019 year of account. Managing Agents will be emailed directly with specific instructions.	Luther Collins International Regulatory Affairs +44 (0)20 7327 6355
02 Oct 2018	*	Syndicate Business Planning	Managing agents listed in group 2 to submit final 2018 syndicate business forecast (SBF) for syndicates 1 by 1pm, via core market return website. If Board sign-off is not included, this should be provided to CPG secretariat by 13 September Group 1: Syndicate with spread member capital and Managing Agents with Special Purpose Arrangements (SPA), Syndicates with member consolidation requirements and Managing Agents with multiple syndicates – where at least one is required to submit on 6th Sept to Group 2: Syndicates with dedicated single member corporate capital	Eva Bocci Syndicate Underwriting Performance +44 (0)20 7327 5496
02 Oct 2018	*	LCR	Managing Agents to submit the final Lloyd's Capital Return (LCR) pro forma for syndicates that did not meet the criteria to submit by 13 September. The LCR submission should be made via the Core Market Returns site by 1pm and include the following: a full pro forma based on the final 2018 Syndicate Business Forecast (SBF) submission; the SCR methodology and assumptions documentation; the supplementary questionnaire; plus the analysis of change document.	Kevin Barnes Market Reserving and Capital +44 (0)20 7327 5683
02 Oct 2018	*	Exposure Management and Reinsurance	Managing agents in Group 2 to submit: LCM Forecast return; SBF War NCBR data return; Catastrophe-Risk Sensitivity Test; LCM/LCR Analysis of change return; via 'Lloyd's Catastrophe Model' SecureStore, within the 'CPG 2018' folder.	Steven Champion Lloyd's Risk Aggregation +44 (0)20 7327 5983

02 Oct 2018	*	Syndicate reporting	Managing Agents to submit Q3 Quarterly Model Change report for each syndicate under management to risk.assurance@lloyds.com at the time as the LCR submission is required i.e. 13 September or 2 October	Lyndsay Deeves Risk Assurance +44 (0)20 7327 5993
03 Oct 2018	*	Syndicate reporting	Complaints team will request confirmation from Managing Agents that all complaints relating to policyholders have been notified to Lloyd's under the Complaints Handling Code with a two week deadline for response.	Jenny Laverty Complaints Team +44 (0)1634 392320
05 Oct 2018	*	Syndicate reporting	Complaints team will request a sample of Summary Resolution Communications issued in the previous quarter to be reviewed in accordance with the UK Complaints Handling Code with a two week deadline for response.	Caron Viollet Complaints Team +44 (0)1634 392217
09 Oct 2018	*	Syndicate reporting	Managing Agents to submit QGD return as at Quarter 3 2018 via Core Market Returns	James Lane Market Reserving & Capital +44 (0)20 7327 5952
10 Oct 2018	*	Non-XIS Return	Managing agents to submit details of South African and Australian business not processed through central accounting as at 30 September 2018	Hayley Youles Market Finance +44 (0)20 7327 5299
12 Oct 2018	*	Tax - Members Agent and DCP Level	Singapore Tax - Change of ownership for Singapore members (members will be contacted directly)	Lorraine Neal Taxation +44 (0)1634 392376
12 Oct 2018	*	Direct Corporate Members (DCP)	(For any new mixed syndicate that commences 1 November) Members' agents and direct corporate members to confirm that members have signed syndicate lists and are in compliance with Lloyd's requirements for Funds at Lloyd's	Nigel Williamson Market Relationship & Development +44 (0) 20 7327 6415
12 Oct 2018	*	Coming into line	(For any new mixed syndicate that commences 1 November) Members' agents and direct corporate members to confirm that members have signed syndicate lists and are in compliance with Lloyd's requirements for Funds at Lloyd's	Nigel Williamson Market Relationship & Development +44 (0) 20 7327 6415
12 Oct 2018	*	US reporting	Electronic packs for US quarterly filing available on Overseas Reporting System.	David Cokayne Market Finance +44 (0)20 7327 6238
12 Oct 2018	*	Syndicate reporting	Submission of completed Singapore Risk Registration form - This report is only to be completed by those syndicates writing business via the Singapore Platform	Kevin Blake Global Operations +44 (0)20 7327 5689
16 Oct 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for September 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
16 Oct 2018	*	Performance Management Data Return	Managing agents to submit Performance Management Data Return for September 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823

16 Oct 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for September 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
17 Oct 2018	*	Syndicate reporting	Response due following the request for confirmation from Managing Agents that all complaints relating to policyholders have been notified to Lloyd's under the Complaints Handling Code.	Jenny Laverty Complaints Team +44 (0)1634 392320
18 Oct 2018	*	Australian Terrorism	Managing agents to submit the Quarter 3 Australian Reinsurance Pool Corporation Return to Lloyd's General Representative in Australia and International Regulatory Affairs.	Joel Williamson International Regulatory Affairs +44 (0)20 7327 5811
19 Oct 2018	*	Syndicate Business Planning	2019 Syndicate business plan approval deadline	Eva Bocci Syndicate Underwriting Performance +44 (0)20 7327 5496
23 Oct 2018	*	Canadian reporting	Electronic packs available on the Overseas Reporting System	Stella Farrar Market Finance +44 (0)20 7327 6734
25 Oct 2018	*	ECA	Economic Capital Assessment (ECA). Pre Auction release Member Modelling Software update, based on agreed SCR's for syndicates involved in the auction process.	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
26 Oct 2018	*	Pre emptions	Pre-emption (conditional on CPG approval of Syndicate Business Plans) acceptance deadline - acceptances to be received by managing agents and notified by members' agents to Market Services	Sally Dunning Market Services +44 (0)1634 392486
26 Oct 2018	*	Distribution	Last date for Market Services to receive instructions to transfer 2015 profits into special reserve fund (SRF)	Theresa Thorp Market Services +44 (0)1634 392059
26 Oct 2018	*	Distribution	Last date for managing agents to notify Market Services of any interim cash calls due for payment on 30 November 2018	Theresa Thorp Market Services +44 (0)1634 392059
26 Oct 2018	*	User pays	Deadline for invoices relating to quarter three 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872

26 Oct 2018	*	FAL	Deadline for non-active members to submit requests for the release of surplus Funds at Lloyd's (FAL)	Anne Cooper Market Services +44 (0)1634 392576
26 Oct 2018	*	Direct Corporate Members (DCP)	Deadline for invoices relating to quarter three 2018 Market Services user pays charges to be issued to agents.	Nikki Hopper Market Services +44 (0)1634 392872
26 Oct 2018	*	Direct Corporate Members (DCP)	Deadline for non-active Direct Corporate Participant members to submit requests for the release of surplus Funds at Lloyd's (FAL)	Anne Cooper Market Services +44 (0)1634 392576
26 Oct 2018	*	Auction	Midday deadline for submission of Auction disclosures pre Auction 1	Sally Dunning Market Services +44 (0)1634 392486
26 Oct 2018	*	Syndicate reporting	Managing Agents to submit QSR and QAD return as at 30 September 2018, by 2PM	Paul Appleton Market Finance +44 (0)20 7327 6433
26 Oct 2018		Finance	Illinois Trust Fund quarter three 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
30 Oct 2018	*	Canadian reporting	Managing Agents to lock completed electronic reporting packs.	Tracey Nash Market Finance +44 (0)20 7327 5435
31 Oct 2018	*	FAL	Members to provide completed notification (CM210) in respect of new third party funding arrangements to Market Services.	Angela Beckingham Market Services +44 (0)1634 392083
31 Oct 2018	*	Direct Corporate Members (DCP)	Deadline for Direct Corporate Participants to submit requests for the Total Release applications for Funds at Lloyd's	Anne Cooper Market Services +44 (0)1634 392576
31 Oct 2018	*	Capacity	Last date to resign if member wishes to be excluded from provisional stamp	Sally Dunning Market Services +44 (0)1634 392486
31 Oct 2018	*	Auction	Day one of Lloyd's capacity auction number one	Sally Dunning Market Services +44 (0)1634 392486
31 Oct 2018	*	Agency reporting	Agents to submit quarterly financial return for quarter ending 30 September 2018. Sign off required by director on behalf of the board.	Jake Tomlin Market Finance +44 (0)20 7327 6581
31 Oct 2018	*	US reporting	Managing Agents to lock electronic packs.	David Cokayne Market Finance +44 (0)20 7327 6238
31 Oct 2018		Finance	South African Trust Fund quarter three 2018 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Nov 2018		Finance	Credit for reinsurance and surplus lines trust funds, quarter two 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Nov 2018		Finance	Australian Trust Fund and JATF (2) quarter three 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Nov 2018		Finance	Kentucky Trust Fund and Kentucky JATF quarter three 2017 - statements sent to managing agents	Carolyn Smith Financial Control +44 (0)1634 392922
01 Nov 2018	*	Auction	Day two of Lloyd's capacity auction number one	Sally Dunning Market Services +44 (0)1634 392486
01 Nov 2018	*	Capacity	Provisional stamp must be in place	Sally Dunning Market Services +44 (0)1634 392486

01 Nov 2018	*	Syndicate reporting	Managing Agents to submit Actuarial Function Reports (covering underwriting and reinsurance opinions) for each syndicate under management to AFReports@lloyds.com.	Ajay Shah Market Reserving & Capital +44 (0)20 7327 5682
02 Nov 2018	*	Finance	Illinois Trust Fund adjustment, quarter three 2017 settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
02 Nov 2018	*	Syndicate reporting	Managing Agents to submit excel version of quarterly broker remuneration return	Gaye Flexen Underwriting Performance +44 (0)20 7327 5457 distributioncosts@lloyds.com
02 Nov 2018	*	US reporting	Provision of final signed and notarised reporting packs by managing agents	David Cokayne Market Finance +44 (0)20 7327 6238
02 Nov 2018	*	Auction	Midday deadline for submission of Auction disclosures pre Auction 2	Sally Dunning Market Services +44 (0)1634 392486
02 Nov 2018	*	ECA	Economic Capital Assessment (ECA). Pre-Coming into Line (CIL) release. Member Modelling Software update, based on the latest agreed aligned syndicate SCR's.	Neil Wells Market Reserving and Capital +44 (0)20 7327 6034
02 Nov 2018	*	New start ups	Mid year start deadline - new mixed syndicate	Nigel Williamson Relationship Management +44 (0)20 7327 6415
07 Nov 2018		Finance	South Africa Trust Fund adjustment quarter three 2017 settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
07 Nov 2018	*	Auction	Day one of Lloyd's capacity auction number two	Sally Dunning Market Services +44 (0)1634 392486
08 Nov 2018	*	Auction	Day two of Lloyd's capacity auction number two	Sally Dunning Market Services +44 (0)1634 392486
08 Nov 2018		Finance	Australian Trust Fund adjustment - quarter three 2018, settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
08 Nov 2018		Finance	Kentucky Trust Fund adjustment, quarter three 2018 - settlement date	Carolyn Smith Financial Control +44 (0)1634 392922
08 Nov 2018	*	US reporting	Managing Agents to submit cash transfer forms to Settlement and Trust Funds	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
09 Nov 2018	*	Syndicate reporting	Managing agents to submit quarter three 2018 QMA via core market returns by 14:00	Jake Tomlin Market Finance +44 (0)20 7327 6581
09 Nov 2018	*	Auction	Midday deadline for submission of Auction disclosures pre Auction 3	Sally Dunning Market Services +44 (0)1634 392486
09 Nov 2018	*	FAL	Deadline for all members to submit Bank Guarantee, Letters of Credit or Life Policy applications/instructions for CIL, Partial Releases and Substitutions. All documentation must be received by this date as no extensions to this deadline will be granted	Anne Cooper Market Services +44 (0)1634 392576
14 Nov 2018	*	Auction	Day one of Lloyd's capacity auction number three	Sally Dunning Market Services +44 (0)1634 392486

15 Nov 2018	*	Hong Kong Claim Return (HKC)	Submission of Hong Kong Claim Return for October 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Nov 2018	*	Auction	Day two of Lloyd's capacity auction number three	Sally Dunning Market Services +44 (0)1634 392486
15 Nov 2018	*	Hong Kong Risk Return (HKR)	Submission of Hong Kong Risk Return for October 2018 before 12NOON (UK time) using Core Market Returns software NOTE: This Return is only required to be submitted in relation to business written by a Hong Kong based coverholder and responsibility for such rests with the lead syndicate	Adam Cable International Regulatory Affairs +44 (0)207 327 5277 Thomas Haddrill Lloyd's General Representative for Hong Kong +852 2918 9911 Email: HKCoverholderReporting@lloyds.com
15 Nov 2018	*	Performance Management Data Return	Managing agents to submit Performance Management Data Return for October 2018 before 12:00 using core market returns software	Matthew Orriss Business Intelligence +44 (0)20 7327 6823
15 Nov 2018	*	Syndicate reporting	Quarter three 2018 QMR data dispatched to recipients	Jake Tomlin Market Finance +44 (0)20 7327 6581
15 Nov 2018	*	US reporting	US Situs top up cash movement date	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
15 Nov 2018	*	User pays	Complaints handling charges due to be levied provided to managing agents to allow them to be verified prior to collection via ARCS	Donna Nesbitt Complaints Team +44 (0)1634 392497

16 Nov 2018	*	Canadian reporting	Cash transfer forms to be submitted to Settlement and Trust Funds Department.	Donna Broughton Settlement and Trust Funds +44 (0)1634 392693
16 Nov 2018	*	Finance	Canadian Margin Fund quarter three 2018 - statements sent to managing agents	Gill Raymond Financial Control +44 (0)1634 392445
16 Nov 2018	*	Tax - Syndicate Level	Submit details of Investment income and Capital Gains and Losses on all NON-US DOLLAR syndicate funds so that Tax operations can prepare US Tax Reports for US members to enable them to file their personal Tax Returns	Simon Tyler Tax Operations +44 (0)1634 392512
20 Nov 2018	*	Syndicate Business Planning	2019 Syndicate business plan approval deadline	Eva Bocci Syndicate Underwriting Performance +44 (0)20 7327 5496