

Correctly Configuring Stamps for Off-Platform Lines

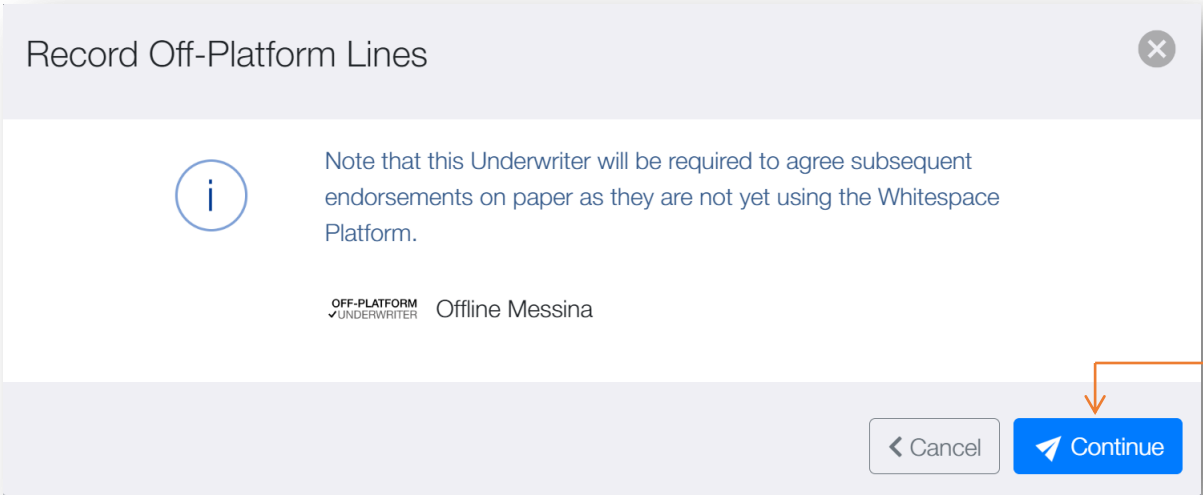
IMPORTANT NOTE

Off-platform lines let brokers record lines agreed on paper with underwriters who do not yet have a presence on the Whitespace Platform.

To maintain the integrity of critical stamp detail for premium processing, it is vitally important that the stamps recording these off-platform lines are correctly formatted.

This simple document details exactly how to correctly format and apply a new off-platform stamp.

Once created, an off-platform stamp can be reused simply by selecting it from the list of available stamps on the following screen.



To add a line under a new off-platform stamp, open a contract at the **firm order** or **bindable quote** stage and select 'Record Off-Platform Lines' from the blue drop-down 'Actions' menu.

Once you have selected the off-platform underwriter to record the line for, the warning shown here appears. Click 'Continue' to progress.

Confirm the type of stamp to configure, then turn to the page of this document indicated in the index for precise instructions to minimise the risk of future problems with your contract.

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Lloyd's of London Syndicate Off-Platform Stamps

FOR THE REUSABLE STAMP

First, select "Lloyd's" from the drop-down 'Type' menu

Enter the underwriter's syndicate number in the 'Code' box

In the 'Business Unit' box, enter the phrase "Lloyd's Underwriter Syndicate No" followed by the four digit syndicate number and three-letter acronym

Record Off-Platform Lines

Available Stamps

+ New Stamp

Type

Lloyd's

40

WRITTEN

N/A

SIGNED

Lead Underwriter

Lloyd's

2305

ARG568087439

H3

-

+

28/02/2023

Off-Platform Underwriter

Lloyd's Underwriter Syndicate No 2305 ILM

Add EEA mirror stamp

Split Stamp

Line Conditions

0 Condition(s)

Subjectivities

0 Subjectivities

Back

Confirm

FOR AN INDIVIDUAL LINE

If the off-platform underwriter is the leader of the contract, tick the 'Lead Underwriter' box


Enter the underwriter's contract reference

Enter the underwriter's risk code, if provided


Enter the line percentage agreed with the underwriter

If the underwriter has specified line conditions or subjectivities, these should be recorded

Click the blue 'Confirm' button to create the stamp and apply the off-platform line to the contract

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Lloyd's Europe Syndicate Off-Platform Stamps

FOR THE REUSABLE STAMP

First, select "LBS" from the drop-down 'Type' menu

Enter the underwriter's three-letter acronym in the 'Market' box and their four-digit European syndicate number beginning with '5' in the 'Code' box

In the 'Business Unit' box, enter the phrase "Reinsured by Lloyd's Syndicate" followed by their four-digit London syndicate number and three-letter acronym

Record Off-Platform Lines

+ New Stamp

Type LBS

40
WRITTEN

N/A
SIGNED

Lloyd's Insurance Company S.A

ILM
5305

ARG568087439

28/02/2023

Off-Platform Underwriter

Reinsured by Lloyd's Syndicate ILM 2305

+ Split Stamp

Line Conditions

0 Condition(s)

Subjectivities

0 Subjectivities

Back

Confirm

FOR AN INDIVIDUAL LINE

If the off-platform underwriter is the leader of the contract, tick the 'Lead Underwriter' box

Enter the underwriter's contract reference

Enter the underwriter's risk code, if provided

Enter the line percentage agreed with the underwriter

If the underwriter has specified line conditions or subjectivities, these should be recorded

Click the blue 'Confirm' button to create the stamp and apply the off-platform line to the contract

Lloyd's Consortium Off-Platform Stamps

FOR THE REUSABLE STAMP

First, select either "Lloyd's" (for a Lloyds of London consortium) or LBS (for a Lloyd's Europe consortium) from the drop-down 'Type' menu

Ensure the 'Market' box says "Lloyd's" and enter the consortium's four-digit LPSO number starting with 4, 7, or 9 in the 'Code' box

In the 'Business Unit' box, enter the name of the consortium followed by the phrase "underwriters as per LPSO" and the four digit consortium number

FOR AN INDIVIDUAL LINE

If the off-platform underwriter is the leader of the contract, tick the 'Lead Underwriter' box

Enter the underwriter's contract reference

Enter the underwriter's risk code, if provided

Enter the line percentage agreed with the underwriter

If the underwriter has specified line conditions or subjectivities, these should be recorded

Record Off-Platform Lines

Available Stamps

+ New Stamp

Type

Lloyd's

☐ Lead Underwriter

40

WRITTEN

N/A

SIGNED

13/03/2023

Off-Platform Underwriter

Chartwater Consortium - underwriters as per LPSO 9823

☐ Add EEA mirror stamp

Line Conditions

0 Condition(s)

Subjectivities

0 Subjectivities

< Back

Confirm

Lloyd's

9823

ARG82901K485

H3

Click the blue 'Confirm' button to create the stamp and apply the off-platform line to the contract

XIS Company Off-Platform Stamps

FOR THE REUSABLE STAMP

First, select “Other” from the drop-down ‘Type’ menu

Enter “XIS” in the ‘Market’ box and the underwriter’s ILU number (6-7 digits) or LIRMA number (5 digits beginning with a letter) in the ‘Code’ box

In the ‘Business Unit’ box, enter the details on their paper stamp, including their bureau and number as described above

The screenshot shows the 'Record Off-Platform Lines' form. On the left, the 'Available Stamps' section has a '+ New Stamp' button and a 'Type' dropdown menu set to 'Other'. The main form area includes a 'Lead Underwriter' checkbox, a 'Split Stamp' button, and a 'Market' box containing 'XIS'. Below this is a 'Code' box containing 'R2305'. A numeric keypad shows '40' entered, with 'WRITTEN' and 'SIGNED' options. A date field shows '28/02/2023'. A large green numeric display shows 'A R G 5 6 8 0 8 7 4 3 9'. Below this is a text box for the 'Off-Platform Underwriter' containing 'Chartwater Underwriting of London Ltd., LIRMA R2305'. There is an 'Add EEA mirror stamp' checkbox. At the bottom, there are sections for 'Line Conditions' (0 Condition(s)) and 'Subjectivities' (0 Subjectivities). The form ends with 'Back' and 'Confirm' buttons.

FOR AN INDIVIDUAL LINE

If the off-platform underwriter is the leader of the contract, tick the ‘Lead Underwriter’ box

Enter the underwriter’s contract reference

Enter the line percentage agreed with the underwriter

If the underwriter has specified line conditions or subjectivities, these should be recorded

Click the blue ‘Confirm’ button to create the stamp and apply the off-platform line to the contract

MGA/Non-Bureau Company Off-Platform Stamps

FOR THE REUSABLE STAMP

First, select “Other” from the drop-down ‘Type’ menu

Leave the ‘Market’ and ‘Code’ boxes blank

In the ‘Business Unit’ box, enter the full details listed on the underwriter’s paper stamp, including the Binding Authority number and the phrase ‘Claims settled outside bureau.’

The screenshot shows the 'Record Off-Platform Lines' form. On the left, the 'Available Stamps' section has a '+ New Stamp' button and a 'Type' dropdown menu set to 'Other'. An arrow points from the 'Other' selection to the instruction 'First, select “Other” from the drop-down ‘Type’ menu'. Below this, an arrow points from the 'Market' and 'Code' input boxes to the instruction 'Leave the ‘Market’ and ‘Code’ boxes blank'. The main form area has a 'Lead Underwriter' checkbox, a 'Split Stamp' button, and a 'Market Code' dropdown menu. An arrow points from the 'Market Code' dropdown to the instruction 'Enter the underwriter’s contract reference'. Below this is a grid of characters: A, R, G, 8, 2, 9, 0, 1, K, 4, 8, 5. An arrow points from this grid to the instruction 'Enter the line percentage agreed with the underwriter'. To the left of the grid is a 'WRITTEN' field with '40' and a 'SIGNED' field with 'N/A'. Below these is a date field '13/03/2023'. The 'Business Unit' field contains 'Chartwater Ltd KD8266023 Claims settled outside bureau.' and an 'Add EEA mirror stamp' checkbox. At the bottom, there are 'Line Conditions' and 'Subjectivities' sections, both showing '0' conditions or subjectivities. An arrow points from the 'Confirm' button to the instruction 'Click the blue ‘Confirm’ button to create the stamp and apply the off-platform line to the contract'.

FOR AN INDIVIDUAL LINE

If the off-platform underwriter is the leader of the contract, tick the ‘Lead Underwriter’ box

Enter the underwriter’s contract reference

Enter the line percentage agreed with the underwriter

If the underwriter has specified line conditions or subjectivities, these should be recorded

Click the blue ‘Confirm’ button to create the stamp and apply the off-platform line to the contract