

New Stamp Required Configuration Summary

PLEASE NOTE: All new Whitespace stamps **must** include an accurate registered business address. Invoice address is optional. Use '+ Add New Address' to add an address if needed.

Lloyd's Syndicate [/Service Agreement via Bureau]:

NOTE: Lloyd's Syndicate stamps can be split between two syndicates. Tick the 'Split' checkbox, and enter information for both syndicates.

'Code' – Lloyd's of London 4-digit registration number.

'Pseudonym' – Lloyd's of London 3-letter assigned pseudonym.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the text "**Lloyd's Underwriter Syndicate Number**" then the code, pseudonym, and location. Settlement details, line slip agreements details, etc may be included if required.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

Lloyd's Brussels [Syndicate]:

NOTE: Lloyd's Brussels Syndicate stamps can be split between two Brussels syndicates. Tick the 'Split' checkbox, and enter information for both syndicates.

'Code' – Lloyd's Brussels 4-digit registration number starting with 5.

'Pseudonym' – Lloyd's Brussels 3-letter assigned pseudonym.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the text "**Lloyd's Insurance Company SA**", the code and pseudonym of the Lloyd's Brussels syndicate, the text "**reinsured by Lloyd's Syndicate**", and then the code and pseudonym of the reinsuring syndicate. Settlement details, line slip agreements details, etc may be included if required.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured

in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

[Lloyd's] Consortium:

'Code' – Lloyd's of London 4-digit registered C&C number starting with 3, 4, 6, 7, or 9.

'Pseudonym' – the consortium leader's Lloyd's of London 3-letter assigned pseudonym.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the consortium's full name followed by the consortium number, year of account, any additional identifiers, a breakdown of capacity providers by Lloyd's codes and percentages, the text "**All underwriters registered as per LPSO**" and then the code.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

[Lloyd's Coverholder]:

NOTE: Select the 'Consortium' category and tick the 'Coverholder' checkbox.

'Code' – Lloyd's of London 4-digit registered C&C number starting with 3, 4, 6, 7, or 9.

'Pseudonym' – none

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the coverholder's full name followed by the coverholder number, additional identifier, year of account, and a breakdown of capacity providers by Lloyd's codes and percentages. Then add the text "**All underwriters registered as per LPSO registered No.**", the coverholder code, the text "**and Binding Authority No.**" and the Binders Authority Agreement number.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

Lloyd's Brussels Consortium:

'Code' – Lloyd's Brussels 4-digit registered EEA C&C number starting with 3, 4, 6, 7, or 9.

'Pseudonym' – the consortium leader's Lloyd's Brussels 3-letter assigned pseudonym.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the text "**Lloyd's Insurance Company S.A.**", then the consortium's full name followed by the LIC number, year of account, any additional identifiers, and a breakdown of capacity providers by Lloyd's codes and percentages, the text "**All underwriters as per LPSO Registered Consortium No.**", the LIC consortium number, the text "**Reinsured by Lloyd's reinsurance consortium**", and the code of the reinsuring consortium. **Please note** that it is **critical** that the registration numbers of the LIC and Lloyd's Reinsurance consortiums be present and clearly differentiated.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

[Lloyd's Brussels Coverholder]:

NOTE: Select the 'Lloyd's Brussels Consortium' category and tick the 'Coverholder' checkbox.

'Code' – Lloyd's Brussels 4-digit registered EEA C&C number starting with 3, 4, 6, 7, or 9.

'Pseudonym' – none

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the text "**Lloyd's Insurance Company S.A.**", then the coverholder's full name, additional identifier, coverholder's LIC number, year of account, and a breakdown of capacity providers by Lloyd's codes and percentages, then the text "**All underwriters as per LPSO Registered No.**", the LIC coverholder number, the text "**and Binding Authority No.**", the Binders Authority Agreement No., the text "**Reinsured by Lloyd's reinsurance**", and the code of the reinsuring coverholder. **Please note** that it is **critical** that the registration numbers of the LIC and Lloyd's

Reinsurance coverholders be present and clearly differentiated.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

Non-Bureau

'Code' – if available, a unique business identification code of up to 36 characters (which may include letters, numbers, hyphen '-', and underscore '_') issued to your organisation by a registered authority, such as DUNS, GUID, NAICS, ABN, or others. This is not displayed on the stamp.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the full regular details of your organisation, followed by its location. Class of business, product information, a business identification number, additional party information, and/or notification information may be included if required.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – since the 'Code' field does not show on the stamp, please do select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

Non-Bureau MGA (Delegated Authority):

'Code' – the unique reference (for UMRs, up to 17 digits beginning with B) of the Binding Authority Agreement, Binders agreement number, or other appropriate agreement number; or the market authority issued code for the capacity behind the MGA. This is not displayed on the stamp.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the details/name of the delegate, the text "**on behalf of**", a full breakdown of the delegated authority and the capacity behind it, the text "**as per the agreement**", and the code. Class of business, product information, a business identification number, additional party information, and/or notification information may be included if required.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – since the 'Code' field does not show on the stamp, please do select one or more drop-down authority registration codes as configured

in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

LIRMA

'Code' – the 5-character LIRMA code consisting of one capital letter and four digits.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the full organisation name, any additional identifier/s, the text "LIRMA", the LIRMA number, and the location. You may include settlement details and/or line slip agreement information. **Please note** that for pre-defined consortium splits, you should use two separate stamps.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

ILU

'Code' – the 6- or 7-digit ILU number, which cannot begin with 0.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the full organisation name, any additional identifier/s, the text "ILU", the ILU number, and the location. You may include settlement details and/or line slip agreement information. **Please note** that for pre-defined consortium splits, you should use two separate stamps.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

MGA [Lloyd's Delegated Authority]:

'Code' – the Binders Authority Agreement number/UMR, or any other appropriate agreement number or code for the capacity behind the MGA/delegated authority, such as a syndicate number, ILU or LIRMA code, consortium registration, etc. This is not displayed on the stamp.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – the details/name of the delegate, the text "on behalf of", the details of the delegated authority including a full breakdown of the capacity behind it, the text "as per", the text "Binders Authority Agreement No" or other description of the code as appropriate, the code itself, and the text "All premiums and claims to be settled via the Bureau". Class of business, product information, additional party information, and/or notification information may be included if required.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

Policy Number Only

'Code' – optionally, a four-digit numeric code if required. This is not shown on the stamp.

'Short Name' – text precisely identifying the stamp in the Stamps panel list.

'Stamp Description' – optionally, any text that you want to include on the contract.

'Stamp Addresses' – select registered address from dropdown list.

'Authority Code' – if required, select one or more drop-down authority registration codes as configured in the 'Details' window. Adding your D-U-N-S number is strongly recommended.

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