Tagging a Whitespace Contract with Defined Data

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I. INTRODUCTION

Whitespace's extensive Defined Data system allows you to apply informative labels called tags to specific pieces of contract text. These tags can then be read easily by both people and computers. This makes later analysis and processing a lot easier – and more reliable. It also empowers you to make your contracts fully compatible with the new Lloyd's Core Data Record (CDR) standard for electronic data in contracts.

You apply tags to the contract from inside the text editing box. Text can only be edited on a heading by heading basis, and the tags that are available to you at any moment are dependent on the title of the heading you are currently editing. Some contract headings, like 'Insured', permit many tags, while others, such as 'UMR', feature only a single tag. Each step of the tagging process is shown in detail below.

Whitespace has developed its tags to encompass the scope of the CDR and, where useful, surpass it. As the LMG's newly-proposed intelligent Market Reform Contract (iMRC) standard develops, Whitespace's defined data will fully support it. Utilising the alignment between the CDR and ACORD's Global Placing Message (GPM) standard, the tagging system can also export GPM-compatible tags. Further tags will be added as use cases emerge. The defined data tagging system is inherently extensible, and gives you significant flexibility for working with the data stored in your contracts.

A full, up to date list of Whitespace's defined data tags can always be found at: https://apidocs.whitespace.co.uk/CurrentDirectDataTags.pdf.

II. TAGGING DATA

1. To begin tagging data, you need to select an editable contract from the 'Risk Overview' window by clicking on the appropriate contract image. Brokers can tag contracts at the template, draft, and unshown firm order stages, and underwriters can tag when responding to a request to quote, at the quote being prepared stage.

Best practice is to apply tags at the template stage, so that they are already in place for subsequent contracts. All tag fields recognise three question marks (???) as data to be inserted later.

Risk Overview	History	Hisk Settings
		Compare
Aviation	Template	0
Template U	Terre and a second	
USD 20,000,000	Act Second	
Template	Today 11:42	
	Created 14th July 2022 - 1 Documents	

2. Contract headings that can include taggable data are shown by a black luggage tag icon at the end of the heading name.

	C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years			
INTEREST 🗣	C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years			
	C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years			
	C-FFWM	Arbus A320-200	C14Y132	Mar-91	211	27.3 Years			
	C-FFWN	Arbus A320-200	C14Y132	Mar-91	212	27.3 Years			
	C-FGJI	Arbus A320-200	C14Y132	Jan-15	241	16.1 Year			
	C-FGRH	Arbus A320-200	C14Y132	Peb-15	242	15.2 Years			
	C-FGYL	Airbus A320-200	C14Y132	Dec-91	218	26.6 Years			
	C-FKCK	Arbus A320-200	0141132	Jac.02	219	20.0 Tears			
	C-FKOK	Airbus A320-200	C14V102	Eab 02	220	20.0 Years			
	C-FROD	Arbus A320-200	G14Y132	Feb-92	221	20.4 Years			
	USD 250 Legal cos A series d	sts and expenses of events arising f	payable in from one ca	addition. use during	any per	iod	f any one Ev	ent.	
INDEMNITY PERIOD	USD 250 Legal cos A series o of 72 con The perio with the o	sts and expenses of events arising the secutive hours s d during which the courrence of the	payable in from one ca hall be treat ne results o Damage a	addition. use during ted as one l f the Busine nd ending r	any per Event. ess are a not more	iod affected in e than 24 r	onsequence onths later.	ent. e of the Dar	nage, beginning
	USD 250 Legal cos A series o of 72 cor The perio with the o	sts and expenses of events arising f secutive hours s d during which th accurrence of the	e payable in irom one ca hall be treat ne results o Damage a	addition. iuse during led as one l f the Busine nd ending r	any per Event. ess are a not more	iod affected in e than 24 r	onsequence	ent. e of the Dar	nage, beginning
	USD 250 Legal cos A series o of 72 cor The perio with the o Worldwid	to be each and en sts and expenses sts and expenses d during which th as adverted by Slip) payable in rom one ca hall be treat ne results o Damage a	addition. suse during ted as one I f the Busine nd ending r	any per Event. ess are a not more	iod affected in e than 24 r	ionsequence onths later.	ent. e of the Dar	nage, beginning
INDEMNITY PERIOD	USD 250 Legal cos A series c of 72 con The perio with the c Worldwid	to be each and e to est as and expenses of events arising 1 isecutive hours s d during which th xocurrence of the le as agreed by Slip les:) payable in rom one ca hall be treat ne results o Damage a	addition. uuse during led as one l f the Busine nd ending r	any per Event. ess are a not more	iod affected in a than 24 r	consequence onths later.	ent.	nage, beginning
INDEMNITY PERIOD	USD 250 Legal cos A series c of 72 con The perio with the c Worldwid Worldwid Usorldwid	to be each and er sts and expenses ts and expenses issecutive hours s d during which th boccurrence of the le as agreed by Slip les: sks:	; payable in rom one ca hall be treat ne results o Damage a	addition. uuse during leed as one f f the Busine nd ending r	any per Event.	iod affected in e than 24 r	onsequence	ent.	nage, beginning
INDEMNITY PERIOD	USD 250 Legal cos A series o of 72 cor The perio with the o Worldwid Worldwid Ueductibl Hull Al Ri Applicabl	to be each and e in the second	 payable in rom one ca hall be treat he results o Damage a Leader. ery claim of 	addition. use during led as one l f the Busine nd ending r ther than to	any per Event. ess are a tot more	iod affected in e than 24 r	ionsequence onths later.	ent. e of the Dar arranged to	nage, beginning Jtal loss: -

3. When you edit the text associated with that heading, a list of available tags appear to the right of the contract. To add a tag, click on the '+ Add' button next to its name. The tag list greys out and a prompt appears at the top of the edit box. Highlight the text to apply the tag to, and click 'Next'.

PERIOD 🔺	Please select text or table column below to tag with Inception	Period Summary	
*	Date Next Cancel	t +	
Cancel		0	
Save	From: 1 August 2022	Inception Date 🔞	+ Add
	To: 1 August 2023 Both days at 12.01 a.m. Local Standard Time at the location of the property insured.	Inception Time 🕑	+ Add
	And any other period for which the Insurer and the Insured agree to renew the Policy.	Expiry Date 🚱	+ Add
	It is insert a table, copy and paste the source table into the desired position within the text box above.	Expiry Time @	(+ Add)
TYPE 🗣	Aviation Hull and Liability Insurance	Time Qualifier 🕑	(+ Add)
		Time Zone 😡	(+ Add)
		Indemnity Period Start 😡	(+ Add
LIMITS OF LIABILITY 🗣	Hull All Risks: Agreed Values as per Schedule subject to a maximum of USD 20,000,000 any one Aircraft.	Indemnity Period End @	(+ Add)
	Liabilities: Combined Single Limit: (Bodily Injury/ Property Damage/ Personal Injury) USD 100,000,000 any one	Claims Basis 🚱	(+ Add
	occurrence / aircraft subject to sub-limits of:		
	 Non-aviation liability USD 25,000,000 any one occurrence (and in the aggregate where the underlying coverage is in the aggregate) excess of Schedule of Underlying 		

4. You can edit the text to be tagged in the tag editor screen.

alternative tags if they are relevant. Use '???' to	tag a currently unknown value.
Tagged Text (editable)	Assigned Tags
1 August 2022	(Page 1)
	(Inception Date
Alternative Tags	
Claims Basis Expiry Date Expiry Time	
Inception Time Indemnity Period End	
Indemnity Period Start Time Qualifier	
Time Zone	

5. Some tags have specific requirements for the text that they are applied to. If the text in your contract doesn't exactly the match the tag's requirements, you will see a warning. Some tags have a specific list of acceptable possibilities which you can choose from. Applying one of these options will replace the old text in your contract.

Your tagged text and its assigned ta alternative tags if they are relevant.	ag(s) are display Use '???' to tag	ed below. You can edit the tagged text here and/or apply a currently unknown value.	
Tagged Text (editable)	<u> </u>	Assigned Tags	
LSI	A	Page 1	
Acre Time			
Alt Afghanistan Time			
Alaska Daylight Time			
Alaska Standard Time			
Alma-Ata Time			
Amazon Summer Time			
Amazon Time			
Anadyr Summer Time			
Anadyr Time	-		
e Qualifier: Requires one of the availab	le drop-down va	alues.	

6. In the tag editor, you can add associated tags by clicking on them in the 'Alternative Tags' box. For example, if a time is stated in the contract as applying to both the inception and expiry dates, you can easily tag it as such.

alternative tags if they are relevant. Use '???' to ta	iyed below. You can edit the tagged text here and/or apply ig a currently unknown value.
agged Text (editable) 12.01 a.m	Assigned Tags Page 1 Expiry Time Inception Time
Claims Basis Expiry Date (Indemnity Period End) (Indemnity Period Start) (Time Zone)	

7. 'Page #' tags (visible in the Editor above) show you the collection of tags that this data will be associated with. We call these tag collection 'pages'. It can be useful to group tags together in discrete bundles. The most obvious example is when tagging a table. Each row of data is given its own separate page, to ensure that the table structure is preserved.

Pages also allow you to use the same tag on multiple pieces of data. Under the Premium heading, it is common to have different premiums associated with different classes of business. Using tag pages, you can have the Premium Type and Premium Amount tags applied to all values without conflict. Another use of pages is to associate the same item of data with multiple groups of tags. Limits of liability often include a multiple basis of coverage. The same Coverage Amount tag can be applied to as many specific Coverage Type or Coverage Basis tags as needed.

		DE	DOPULOS	6 All Risks				Events Chats	Attachment
							E E Actions 👻		
MITS OF LIABILITY	A							Limit Of Liability Su	nmary
	• contract	0 = =	= =	= N	Iormal		C C A Conting a template	1 2 3 4 5 6	+
Ξ	Health:	Agreed Values a	s per Scher	dule subject	to a ma	ximum of	USD 20,000,000 any one Aircraft	0	×
Cancel Save	any one a	Combined Sing occurrence / airc Non-aviation (ii nderlying covera	le Limit: (E raft subject ability USD ge is in the	t to sub-limit 25,000,000 aggregate)	Proper to of: any on excess	e occurrent of Schedu	e/ Personal Injury) USD 100,000,000 noe (and in the aggregate where the le of Underlying Policies.	Coverage @	~
	N U U	levertheless, in re nder the underlyi nder the underlyi) Extended Cove	spect of an ng Policy/je ng Policy/je rage Endor	y liabilities of this Policy of the Policy of the Policy of the all sement (Av	covered y chall p bove Co iation	by this Po ay the diff mbined S	licy and for which cover is also provided erence between amounts recoverable ingle Limit. NS2E with paragraph 3 subject to a	Coverage Subject Matter Property Damage	~
	0 0	ub-limit of USD 1 egal costs and e	00,000,000 (pencec po	any one oc yable in add	dition.	e and in t	ne aggregate.	Coverage Type 🔞	(+ Add)
	To insert	t a table, copy an	d paste the	source table	e into th	e desired p	position within the text box above.	Coverage Amount @ USD 100,000,000	~
NTEREST 🔖	Hull All R	isks: Aircraft as p	er schedule	e against all	risks of	loss or da	mage	Coverage Basis @	~
	Reg C-FYJI	Aircraft Type Airbus A319-100	Config C14Y106	Delivered May-97	No. 258	Age 21.0 Years		Combined Single Limit	
	C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years		Excess Amount @	(+ Add)
	C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years			
	C-FZUH	Airbus A319-100	C14Y106	Aug-97	264	20.8 Years		Excess Basis @	(+ Add)
	C-FZUJ	Airbus A319-100	C14Y106	Sep-97	265	20.7 Years			
	C-FZUL	Arbus A319-100	C14Y106	Sep-97	266	20.7 Years		Perils Included @	(+ Add)
	C-GAPY	Arbus A319-100	C14Y106	Oct-97	267	20.6 Years		Distantia de la constra de	
	C-GAOL	Artus A319-100	C14/106	Oct-97	268	20.6 Years		Perils Excluded @	(+ Add)
	COMUN	Parosa rio 19/100	014/100	ion di	1.00	1000 10015			

When you have finished editing the tagged data, click 'Done' to return to the contract's text editor. You will see that your tagged data is coloured blue, and surrounded by a thin blue box.

PERIOD		Period Summary
*		1 +
Cancel	To: 1 August 2022 To: 1 August 2023 Both days at 12 01 a m Local Standard Time at the location of the property insured.	0
Save	And any other period for which the Insurer and the Insured agree to renew the Policy.	Inception Date 🚱
	To insert a table, copy and paste the source table into the desired position within the text box above.	1 August 2022
		Inception Time 🚱
TYPE 🗣	Aviation Hull and Liability Insurance	12.01 a.m
		Expiry Date 🛛 + Add
		Expiry Time 😡 🗸
LIMITS OF LIABILITY 🗣	Hull All Risks: Agreed Values as per Schedule subject to a maximum of USD 20,000,000 any one Aircraft.	12.01 a.m
	Liabilities: Combined Single Limit: (Bodily Injury/ Property Damage/ Personal Injury) USD 100,000,000 any one	Time Qualifier 🕑 🗸
	occurrence / aircraft subject to sub-limits of:	
	 Non-aviation liability USD 25,000,000 any one occurrence (and in the aggregate where the underking asymptote is in the aggregate) where the underking any provide the second secon	Time Zone 🕑 + Add
	Policies.	Indemnity Period Start 🚱 + Add
	Nevertheless, in respect of any liabilities covered by this Policy and for which cover is also provided under the underlying Policy/ies, this Policy shall pay the difference	Indemnity Period End @ + Add
	between amounts recoverable under the underlying Policy/ies and the above Combined Single Limit.	Claims Basis 🕢 🔶 🕇 Add
	 Extended Common Endemonant (Arinting Linkitian) AREOF with programme 0. 	

8. When you have finished tagging up the text under that heading, click 'Save' to return to the contract view. The tagged text returns to looking like the rest of the contract. However, the luggage tag icon after the heading name turns blue to indicate that tagged text has been defined under this heading.

To: 1 August 2023
Both days at 12.01 a.m. Local Standard Time at the location of the property insured.
And any other period for which the Insurer and the Insured agree to renew the Policy.

9. Some tags that do not fit well in any of the MRC's standard headings have been incorporated under a new section heading titled 'PLACING DATA'. Tags under this heading also include some useful tags duplicated from other headings.

To make use of these tags, first add this new section to your contract.

	Select Section Heading:	
Section Headings:		
RISK DETAILS INFORMATION SECURITY DETAILS SUBSCRIPTION AGREEM FISCAL AND REGULATOR BROKER REMUNERATION PLACING DATA	ENT Y N& DEDUCTIONS	~
Selected Section:	Placing Data	

10. The contract heading in this section also needs to be set to 'Placing Data', which is what it defaults to.

		BIU EE OO	ے
	-		-
	11	Insert text here	
Cancel		To insert a table, copy and paste the source table into the desired position within the text box above	

Copy or move the text for tagging into the text box for this heading. You can then incorporate the placing data tags in the same way you'd tag any other data.

PLACING DATA	→ B I U I I I I I I I I I I I I I I I I I	1+
8 8	Industrial Sector Code: NAICS (2012) 336413	0
Cancel	O To insert a table, copy and paste the source table into the desired position within the text box above.	Industrial Sector Code 🗸
0010		Industrial Sector Code Agency @ 🗸 NAICS (2012)
		Instruction Type @ + Add

III. TAGGING SECTIONED CONTRACTS

11. To add sections to a contract, select the 'Manage Sections' option from the dropdown 'Actions' menu when in contract view. You can also find the 'Manage Sections' button on the 'Risk Settings' tab at the top right of the contract overview screen. Contracts can be sectioned at any point until they have been shown as a firm order.

	Prin	nary Aviation Limited 🔒 DEDOPULOS All Risks	Events
	Show Edits		
Search	۹ RISK DETAILS		Internal Review
RISK DETAILS	BROKER UNIQUE REFERENCE	B569812AHE2318523	Manage Sections
	•		Show for Quote
ISCAL AND REGULATORY	INSURED V	Dual Aviation Limited	Mark as Firm Order
BROKER REMUNERATION AND			Market Only
SECURITY DETAILS	ADDRESS 🏶	11 Amelia Earhart Way, Rongotai,	Delete
		Wellington 6003, New Zealand	Export
	PERIOD 🗣	From: 1 August 2023 To: 1 August 2024	Clone as New +
		Both days at 12.01 a.m. Local Standard Time at the location of the proper And any other period for which the Insurer and the Insured agree to renew	ty insured. the Policy.
	TYPE 🗣	Aviation Hull and Liability Insurance	
	LIMITS OF LIABILITY	Hull All Risks: Agreed Values as per Schedule subject to a maximum of US Liabilities: Combined Single Limit: (Bodily Injury/ Property Damage/ Person one	D 20,000,000 any one Aircraft. al Injury) USD 100,000,000 any
		occurrence / aircraft subject to sub-limits of:	

The 'Manage Sections' box starts with a blank entry, indicated by a text entry box reading '*Add New Section...*' Click in this entry box and type the new section name. As soon as you start typing, a new blank entry will appear below. You can freely click between the entries and revise them until the list of sections is correct. If you wish to remove a section, press the red 'x' to delete the entry. Click 'Save' to apply the list of sections to the contract.

×
×
×
Cancel

You may return to the 'Manage Sections' pane later, and further revise, add, or delete sections. Existing sections can only be renamed or deleted until they have been shown as a firm order, but new sections can be added to an already-sectioned contract up to the point of signing.

12. Once your contract is sectioned, the new section name tags will appear at the top of the list of available tags when editing taggable text. Proper sectioning of tagged data allows downstream systems to reliably and easily identify relevant information.

Any individual section tag applies to one group, or 'page', of tags. Pages are shown as numbered tabs above the list of available tags. Click on a section tag to toggle whether or not the current page of tagged data is considered part of that section. Section tags highlighted in blue are associated with the tag page, while those highlighted in gray are not.

		DE	DOPULO	S All Risks				Events Chats	Attachment
how Edits 🗾							Actions -		
IMITS OF LIABILITY	^ B 7	u ===		1	lormal		A	Limit Of Liability Sum	mary
							_	1 2 3 4 +	
Cancel	Hull All Aircraft. Liabilitic any one occurrer	Risks: Agreed V	alues as pe gle Limit: (ect to sub-	r Schedule Bodily Injury imits of:	subject // Prope	to a maxir rty Damag	um of USD 20,000,000 any one / Personal Injury) USD 100,000,000	Sections Section One Section Two	×
Save		Inderlying covera levertheless, in re inder the underly	ge is in the spect of a ng Policy/g	aggregate) ny liabilities <u>is</u> , this Polic	excess covered y shall	of Schedi by this Po pay the dif	le of Underlying Policies. licy and for which cover is also provided erence between amounts recoverable	Coverage @	+ Add
	u b s	inder the underly) Extended Cove ub-limit of USD 1	ng Policy/g rage Endor 00,000,000	sement (Av	bove C iation L courren	ombined S iabilities) / ce and in t	ngle Limit. VN52E with paragraph 3 subject to a le aggregate.	Coverage Subject Matter Non-aviation liability	~
	To insert	t a tabla, conv an	d paete the	eouroo tobi	a into ti	a deeired	celtion within the text how shows	Coverage Type 🚱	+ Add
INTEREST 🔖	Hull AI B	lisks: Aircraft as p	er schedul	e against all	risks o	f loss or da	mage	Coverage Amount @ USD 25,000,000	~
	Reg	Aircraft Type	Config	Delivered	No.	Age		Couerage Basis @	(+ A/H)
	C-FYJI	Airbus A319-100	C14Y106	May-97	258	21.0 Years		Coverage Dasis 🔮	(T A00
	C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years		Excess Amount @	+ Add
	C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years			
	C-HZUH	Arbus A319-100	C14Y105	Aug-97 Sen-97	206	20.8 Years		Excess Basis @	+ Add
		Adduce A319-100	C14Y106	Sep-97	266	20.7 Years			
	C-FZU	1001100000100001000	0.000	Oct-97	267	20.6 Years		Perils Included @	(+ Add)
	C-FZUL C-GAPY	Airbus A319-100	C14Y106						
	C-FZUL C-GAPY C-GAQL	Airbus A319-100 Airbus A319-100	C14Y106	Oct-97	268	20.6 Years		Deally Dealerships O	(
	C-F2UL C-GAPY C-GAQL C-GAQX	Airbus A319-100 Airbus A319-100 Airbus A319-100	C14Y106 C14Y106 C14Y106	Oct-97 Oct-97	268	20.6 Years 20.6 Years		Perils Excluded @	+ Add
	C-FZUL C-GAPY C-GAQL C-GAQX C-GAQZ	Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100	C14Y106 C14Y106 C14Y106 C14Y106	Oct-97 Oct-97 Jun-15	268 269 270	20.6 Years 20.6 Years 20.6 Years		Perils Excluded @	(+ Add
	C-FZUL C-GAPY C-GAQL C-GAQX C-GAQZ C-GAPG	Airbus A319-100 Airbus A319-100	C14Y106 C14Y106 C14Y106 C14Y106 C14Y106	Oct-97 Oct-97 Jun-15 Nov-97	269 269 270 271	20.6 Years 20.6 Years 20.6 Years 20.5 Years		Perils Excluded @	+ Add
	C-FZUL C-GAPY C-GAGL C-GAGX C-GAGZ C-GARG C-GBHM	Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100 Airbus A319-100	C14Y106 C14Y106 C14Y106 C14Y106 C14Y106 C14Y106	Oct-97 Oct-97 Jun-15 Nov-97 Jan-98	269 269 270 271 274	20.6 Years 20.6 Years 20.6 Years 20.5 Years 20.4 Years		Perils Excluded @	+ Add

When editing a contract heading and its text, the tagged data within it that belongs to the currently selected page of tags appears in light blue with a thin surrounding box. The light grey boxed text indicates data that is tagged on a different page.

Any individual page of tags may be associated with any combination of existing sections.

Limit Of Liability Summary	/	Limit Of Liability Sum	mary	Limit Of Liability Sum	mary
1 🛛 2 3 4 🕂		1 2 3 4 +		1 2 3 4 🕇	
B Sections (Soction Two) (Soction One)	×	Sections Section One Section Two	×	Sections Section One Section Two	×
Coverage 🚱	+ Add	Coverage 🚱	+ Add	Coverage 🚱	+ Add
Coverage Subject Matter Aviation Liabilities	~	Coverage Subject Matter Hull All Risks	~	Coverage Subject Matter Liabilities	~
Coverage Type 🔞	+ Add	Coverage Type 🚱	+ Add	Coverage Type 🕑	+ Add
Coverage Amount @ USD 100,000,000	~	Coverage Amount @ USD 20,000,000	~	Coverage Amount USD 100,000,000	~
Coverage Basis 🚱	+ Add	Coverage Basis	+ Add	Coverage Basis	+ Add
Excess Amount 🔞	+ Add	Excess Amount 🔞	+ Add	Excess Amount 🚱	+ Add
Excess Basis 🚱	+ Add	Excess Basis 🔞	+ Add	Excess Basis 🚱	+ Add
Perils Included 😧	+ Add	Perils Included (2)	+ Add	Perils Included	+ Add
Perils Excluded 🔞	+ Add	Perils Excluded 🔞	+ Add	Perils Excluded @	(+ Add)

IV. TAGGING TABLES

13. To apply tags to a table of data, open the text editor for the contract heading containing the table you wish to tag, just as you would with any other text. You can assign the first row as a header by clicking on the three dots to its left and pressing the 'Toggle Heading Row' button.

	*	All Disker Air	and an par sahara	tulo nonine	t all sinks of la	on or de	-			
	11	oggle Head	ing Row	ule agains		155 01 02	amage I	1 +		
± ±		+ H	× raft Type	Config	Delivered	No.	Age	0		
Canad		C-FYJN	Airbus A319-100	C14Y106	May-97	258	21.0 Years			
Gander		C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years	Choice of Law	(+ Add	
		C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years	Courses Q	-	
		C-FZUH	Airbus A319-100	C14Y106	Aug-97	266	20.8 Years	Coverage	(T AUG	
		C-FZUJ	Airbus A319-100	C14Y106	Sep-97	265	20.7 Years	Coverage Type @	+ Add	
		C-FZUL	Airbus A319-100	C14Y106	Sep-97	266	20.7 Years			
		C-GAPY	Airbus A319-100	C14Y106	Oct-97	267	20.6 Years	Coverage Subject Matter	+ Add	
		C-GAOL	Airbus A319-100	C14Y106	Oct-97	268	20.6 Years	Star- de la protocia et		
		C-GAQX	Airbus A319-100	C14Y106	Oct-97	269	20.6 Years	Number Of Policies	(+ Add)	
		C-GAQZ	Airbus A319-100	C14Y106	Jun-15	270	20.6 Years	No Of Insured Items	+ 444	
		C-GARG	Airbus A319-100	C14Y106	Nov-97	271	20.5 Years		(Plan	
		C-GBHM	Airbus A319-100	C14Y106	Jan-98	274	20.4 Years	Insured Item Type 🚱	+ Add	
		C-GBIP	Airbus A319-100	C14Y106	Apr-98	285	22.7 Years			
		C-GITP	Airbus A319-100	C14Y106	Aug-01	286	16.8 Years	Insured Item Number and	+ Add	
		C-GITR	Airbus A319-100	C14Y106	Sep-01	287	16.7 Years	Street		
		C-FDCA	Airbus A320-200	C14Y132	Jun-12	405	26.8 Years	Insured Item City Name	(that)	
		C-FDQQ	Airbus A320-200	C14Y132	Jan-90	201	28.5 Years	insuled item ony reame	(T Mus)	
		C-FDQV	Airbus A320-200	C14Y132	Feb-90	202	28.5 Years	Insured Item Country Subentity	+ Add	
		C-FDRH	Airbus A320-200	C14Y132	Feb-90	203	28.5 Years			
		C-FDRK	Airbus A320-200	C14Y132	Mar-90	204	28.4 Years	Insured Item Postal Code	+ Add	
		C-FDRP	Airbus A320-200	C14Y132	Oct-90	205	27.7 Years			
		C-FDSN	Airbus A320-200	C14Y132	Nov-90	206	27.6 Years	Insured Item Country @	+ Add	
		C-FDST	Airbus A320-200	C14Y132	Nov-90	207	27.6 Years	Insured Item Registration		
		C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years	Country @	(+ Add)	
		C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years			
		C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years	Insured Item Unique Identifier	+ Add	-

14. Tags are applied via a table's header row, and effect an entire column. To tag a column, select the tag you want to apply. The tag list greys out, and blue luggage tag icons appears above each currently untagged column. Click on the column to apply that tag to and click 'Next'.

	-	sured Items	text or table column	1 Delow to ta	ag with No U		Next Cancel		
	4	iourou norno						1 +	
Cancel	B	ΙU	EE 0	Ģ			£	0	
Save	н	ull All Risks: A	Aircraft as per sche	dule against	all risks of lo	ss or da	amage	Choice of Law	(+ Add
		0 🕥						Coverage @	(+ Add)
		··· Reg	Aircraft Type	Config	Delivered	No.	Age		
		••• C-FYJI	Airbus A319-100	C14Y106	May-97	258	21.0 Years	Coverage Type 🔞	+ Add
		C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years		
		··· C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years	Coverage Subject Matter	+ Add
		C-FZUH	Airbus A319-100	C14Y106	Aug-97	264	20.8 Years		
		··· C-FZUJ	Airbus A319-100	C14Y106	Sep-97	265	20.7 Years	Number Of Policies	+ Add
		C-FZUL	Airbus A319-100	C14Y106	Sep-97	266	20.7 Years	No Of Insured Items	+ 444
		••• C-GAPY	Airbus A319-100	C14Y106	Oct-97	267	20.6 Years	Ho of madica toma	1700
		··· C-GAQL	Airbus A319-100	C14Y106	Oct-97	268	20.6 Years	Insured Item Type 🚱	(+ Add
		C-GAQX	Airbus A319-100	C14Y106	Oct-97	269	20.6 Years		
		··· C-GAQZ	Airbus A319-100	C14Y106	Jun-15	270	20.6 Years	Insured Item Number and	+ 444
		··· C-GARG	Airbus A319-100	C14Y106	Nov-97	271	20.5 Years	Street	
		C-GBHM	Airbus A319-100	C14Y106	Jan-98	274	20.4 Years	Income them. Ob theme	1.000
		··· C-GBIP	Airbus A319-100	C14Y106	Apr-98	285	22.7 Years	Insured item City Name	T 7400
		··· C-GITP	Airbus A319-100	C14Y106	Aug-01	286	16.8 Years	Insured Item Country	
		··· C-GITR	Airbus A319-100	C14Y106	Sep-01	287	16.7 Years	Subentity	+ Add
		··· C-FDCA	Airbus A320-200	C14Y132	Jun-12	405	26.8 Years		
		C-FDQQ	Airbus A320-200	C14Y132	Jan-90	201	28.5 Years	Insured Item Postal Code	(+ Add
		··· C-FDQV	Airbus A320-200	C14Y132	Feb-90	202	28.5 Years		
		C-FDRH	Airbus A320-200	C14Y132	Feb-90	203	28.5 Years	Insured Item Country 19	+ Add
		··· C-FDRK	Airbus A320-200	C14Y132	Mar-90	204	28.4 Years	Insured Item Registration	
		C-FDRP	Airbus A320-200	C14Y132	Oct-90	205	27.7 Years	Country @	(+ Add)
		C-FDSN	Airbus A320-200	C14Y132	Nav-90	206	27.6 Years		
		··· C-FDST	Airbus A320-200	C14Y132	Nov-90	207	27.6 Years	Insured Item Unique Identifier	+ Add
		C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years		

15. The tag table column confirmation box appears. If you have not already manually assigned the first row as a header row, the box will prompt you to either insert a new row or toggle the first row to header status. Tagged tables must have a header row. Select the circle next to the correct option and click 'Proceed' to continue.

TAG TABLE COLUMN		×
Header Row		
A header row has already been added to the table.		
Insert a new header row		
• There is already a header row		
Nick "Proceed" to tag all rows of the column. Each row will appear on a separate tag page.		
	Cancel	d

16. Each row of the table below the header is assigned its own page of tags. These pages are visible as a tabbed row of numbers at the top of the tagging pane. Click on a page number to see the values tagged in that row of the table.

ITEREST	В	ΙU	EE 0	3			£	Interest Summary		
	·							16 17 18 19 20 21	22 23	24
	// Hul	All Risks: Ai	rcraft as per scheo	lule against	all risks of lo	ss or da	image			
Cancel	đ		:	1	:	:	1	0		
		• Reg	Aircraft Type	Config	Delivered	No.	Age			٦.
Save	•	• C-FYJI	Airbus A319-100	C14Y106	May-97	258	21.0 Years	Choice of Law	(+ Add)	
		C-FYKC	Airbus A319-100	C14Y106	Jun-97	222	20.9 Years	0	(1.14)	
		• C-FYKR	Airbus A319-100	C14Y106	Jul-97	261	20.9 Years	Coverage 🕼	(+ A00)	
	•	C-FZUH	Airbus A319-100	C14Y106	Aug-97	264	20.8 Years	Coverage Type	+ Add	
		• C-FZUJ	Airbus A319-100	C14Y106	Sep-97	265	20.7 Years	solodge type e		
	•	• C-FZUL	Airbus A319-100	C14Y106	Sep-97	266	20.7 Years	Coverage Subject Matter	~	
	•	C-GAPY	Airbus A319-100	C14Y106	Oct-97	267	20.6 Years	Airbus A320-200		
	•	· C-GAQL	Airbus A319-100	C14Y106	Oct-97	268	20.6 Years	7 10 10 7 10 10 100		-1
		C-GAQX	Airbus A319-100	C14Y106	Oct-97	269	20.6 Years	Number Of Policies	+ Add	
	•	C-GAQZ	Airbus A319-100	C14Y106	Jun-15	270	20.6 Years			-1
		C-GARG	Airbus A319-100	C14Y106	Nov-97	271	20.5 Years	No Of Insured Items	~	1
	•	C-GBHM	Airbus A319-100	C14Y106	Jan-98	274	20.4 Years	405		
	•	C-GBIP	Airbus A319-100	C14Y106	Apr-98	285	22.7 Years			-1
		C-GITP	Airbus A319-100	C14Y106	Aug-01	286	16.8 Years	Insured Item Type 🚱	(+ Add)	
		C-GITR	Airbus A319-100	C14Y106	Sep-01	287	16.7 Years			
	•	· C-FDCA	Airbus A320-200	C14Y132	Jun-12	405	26.8 Years	Insured Item Number and	+ Add	
	•	· C-FDQQ	Airbus A320-200	C14Y132	Jan-90	201	28.5 Years	Sueer		
		· C-FDQV	Airbus A320-200	C14Y132	Feb-90	202	28.5 Years	Insured Item City Name	+ Add	
		C-FDRH	Airbus A320-200	C14Y132	Feb-90	203	28.5 Years			
		C-FDRK	Airbus A320-200	C14Y132	Mar-90	204	28.4 Years	Insured Item Country	(+ Add	
		C-FDRP	Airbus A320-200	C14Y132	Oct-90	205	27.7 Years	Subentity	(Trou)	
		· C-FDSN	Airbus A320-200	C14Y132	Nov-90	206	27.6 Years		-	
		C-FDST	Airbus A320-200	C14Y132	Nov-90	207	27.6 Years	Insured Item Postal Code	(+ Add	
		C-FDSU	Airbus A320-200	C14Y132	Jan-91	208	27.5 Years	Insured Item Country @	+ 444	
		· C-FFWI	Airbus A320-200	C14Y132	Feb-91	209	27.4 Years	inducer torn country of	(1744)	
		C-FFWJ	Airbus A320-200	C14Y132	Feb-91	210	27.4 Years	Insured Item Registration	(1.11)	
		C-FFWM	Airbus A320-200	C14Y132	Mar-91	211	27.3 Years	Country 🔞	(+ Add	
		C-FFWN	Airbus A320-200	C14Y132	Mar-91	212	27.3 Years			
		C-FGJI	Airbus A320-200	C14Y132	Jan-15	241	16.1 Year	Insured Item Unique Identifier	~	
		C-EGKH	Airbus A320-200	C14Y132	Feb-15	242	15.2 Years	C14Y132		

17. Individual cell entries can still be edited in a tagged table, but the tags themselves cannot. As with other text, some tags have specific requirements for the format or nature of the data that they are applied to. If the text in a cell doesn't the

match the tag's requirements, the text will appear in red and the cell will be highlighted. You can't save changes to the text while a cell is failing its validation.

To edit a tagged cell's text, click on the cell – or on the tagged text in the correct page's summary panel – to open the tag editor. From there, you can correct the data in the cell. Some tags have a specific list of acceptable possibilities which you can choose from. Applying one of these options in the tag editor will replace the old text in the cell.

lagged Text (editable)	Assigned Tags	
Airbus A319-100	Page 3 Coverage Subject Matter	
Alternative Tags		
Choice of Law Coverage Coverage Type		
Industrial Sector Code Agency		
Insurable Interest Type Additional Tax Grain		
Insured Item City Name Insured Item Country		
Insured Item Country Subentity		
Insured Item Coverage Limit Amount		
Insured Item Number and Street		
Insured Item Postal Code		
Insured Item Registration Country		
Insured Item Type		
Insured Item Unique Identifier Type		
Insured Item Usage Insured Item Weight		
Insured Risk Factor Type Number Of Policies		
Perils Excluded Perils Included		
Transit Storage Condition Vessel Engine Indicator		
Vessel Gross Tonnage		
Vessel Maritime Region Type		

18. If you need to remove a tag from an entire table column, click on the three dots above that column and then select the option to remove tags by clicking on the blue luggage tag icon. You will be asked to confirm this action. Once the tag is removed, you can apply a new tag in its place as necessary.

Header Row			
A header row ha	as already been added to	the table.	
Insert a new he	eader row		
Thora is alroad			
	y a header row	Tane" The cell taxt will be retained	
o un-tag the whole	y a header row e column, click "Remove ve the header row, use th	Tags". The cell text will be retained. Ie '' menu to the left of the topmost row (after closing	this dialog).

Please note that at the time of writing, release 2.5.0, table tagging is not available on the platform's iOS app, only on the browser implementation. This functionality is currently in development.

V. EDITING AND REMOVING TAGS

19. To edit tagged text or delete a tag completely, start by editing the contract heading that contains the item you want to change. Next, click on the blue text matching the value of the tag in either the text edit box or the tag summary panel on the right.

PERIOD		Period Summary
*		1 +
Cancel	From: 1 August 2022 To: 1 August 2023 Both davs at 12 01 a.m. Local Standard Time at the location of the property insured.	0
Save	And any other period for which the Insurer and the Insured agree to renew the Policy.	Inception Date 🛛 🗸
	To insert a table, copy and paste the source table into the desired position within the text box above.	1 August 2022
		Inception Time 🚱
TYPE 🗣	Aviation Hull and Liability Insurance	12.01 a.m
Edit		Expiry Date 🚱 🗸
•		1 August 2023
LIMITS OF LIABILITY 💊	Health: Agreed Values as per Schedule subject to a maximum of USD 20,000,000 any one	Expiry Time 🛛 🗸
	Aircraft.	12.01 a.m
	Liabilities: Combined Single Limit: (Bodily Injury/ Property Damage/ Personal Injury) USD 100,000,000 any one	Time Qualifier 😧 🗸
LIMITS OF LIABILITY	occurrence / aircraft subject to sub-limits of:	Local Standard Time
	 Non-aviation liability USD 25,000,000 any one occurrence (and in the aggregate where the underlying coverage is in the aggregate) excess of Schedule of Underlying Policies. 	Time Zone 🖗 🕂 Add
	Nevertheless, in respect of any liabilities covered by this Policy and for which cover is	Indemnity Period Start 🖗 🗧 + Add
	also provided under the underlying Policy/ies, this Policy shall pay the difference between amounts recoverable under the underlying Policy/ies and the above Combined Single Limit.	Indemnity Period End @ + Add
	Extended Coverage Endorsement (Aviation Liabilities) AVN52E with paragraph 3 subject to a sub-limit of USD 100,000,000 any one occurrence and in the aggregate.	Claims Basis 🖗 🔶 + Add
	Legal costs and expenses navable in addition	

20. In the tag editor, you can then edit the tagged text as desired.

Your tagged text and its assigned tag(s) are displayed tagted tags if they are relevant. Use '???' to t	ayed below. You can edit the tagged text here and/or apply tag a currently unknown value.	
Fagged Text (editable)	Assigned Tags	
12.00 a.m	Expiry Time	
Claims Basis Inception Time Indemnity Period End Indemnity Period Start Time Zone		

21. Alternatively, you can also click 'Remove Tags' to untag the text entirely.

Your tagged text and its assigned tag(s) are dis alternative tags if they are relevant. Use '???' to	played below. You can edit the tagged text here and/or apply o tag a currently unknown value.
Tagged Text (editable) 12.00 a.m Alternative Tags Claims Basis (Indemnity Period End) Indemnity Period Start) (Time Zone)	Assigned Tags Page 1 Expiry Time Inception Time
Campon	Demons Tage

22. Click 'Done' when you have finished your changes, and then 'Save' in the text editor to return to the contract. If you remove all the tags from a heading, the luggage tag icon reverts to black.

PERIOD 🗣	From: 1 August 2022
	To: 1 August 2023
	Both days at 12.00 a.m. Local Standard Time at the location of the property insured.
	And any other period for which the Insurer and the Insured agree to renew the Policy.
TYPE 🗣	Aviation Hull and Liability Insurance
LIMITS OF LIABILITY 💊	Health: Agreed Values as per Schedule subject to a maximum of USD 20,000,000 any one Aircraft.
	Liabilities: Combined Single Limit: (Bodily Injury/ Property Damage/ Personal Injury) USD 100,000,000 any one