

# Whitespace New Stamps Quick Reference Guide

**PLEASE NOTE:** All new stamps must include an accurate registered business address.

## Lloyd's Syndicate:

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

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## Lloyd's Brussels Syndicate:

**NOTE:** Lloyd's Brussels Syndicate stamps can be split between two Brussels syndicates. Tick the 'Split' checkbox, and enter the 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", and then the Lloyd's of London code and pseudonym of the reinsuring syndicate.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## Lloyd's Consortium (also Lloyd's Coverholder):

**NOTE:** To specify a Lloyd's Coverholder stamp, you must tick the 'Coverholder' checkbox.

**'Code'** – Lloyd's of London 4-digit registered C&C (Consortium and Coverholder) number starting with 4, 7, or 9.

**'Pseudonym'** – for a Consortium stamp you must enter the consortium leader's Lloyd's of London 3-letter assigned pseudonym; for a Coverholder stamp, you must leave the pseudonym blank.

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

**'Stamp Description'** – the consortium or coverholder's full name followed by the text "All underwriters registered as per LPSO" and then the code. Additionally, a full list of participants and/or other relevant information can be appended.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## Lloyd's Brussels Consortium (also LB Coverholder):

**NOTE:** To specify a Lloyd's Brussels Coverholder stamp, you must tick the 'Coverholder' checkbox.

**'Code'** – Lloyd's Brussels 4-digit registered EEA C&C (Consortium & Coverholder) number starting with 4, 7, or 9.

**'Pseudonym'** – for a Lloyd's Brussels Consortium stamp you must enter the consortium leader's Lloyd's Brussels 3-letter assigned pseudonym; for a Lloyd's Brussels Coverholder stamp, you must leave the pseudonym blank.

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

**'Stamp Description'** – the Lloyd's Brussels consortium or coverholder's full name, the year of account (optional), the text "All underwriters registered as per LPSO", and then the LPSO registration number of the associated EEA consortium or coverholder, the text "reinsured by", and the full name and Lloyd's of London code of the reinsuring consortium or coverholder.

Please note that it is **critical** that the registration numbers of the Lloyd's Brussels and Lloyd's Reinsurance consortiums all be present and clearly differentiated.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## MGA (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.

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

**'Stamp Description'** – the details/name of the delegate, followed by the text 'writing on behalf of' and then followed by the details of the delegated authority including the capacity behind it. It is best practice to end with the phrase "Premiums and claims are to be settled via Bureau".

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## Non-Bureau MGA (Delegated Authority):

**'Code'** – the UMR (up to 17 digits beginning with B) of the Binding Authority Agreement; the Binders agreement number; or any other appropriate agreement number or code for the capacity behind the MGA, such as the D-U-N-S code or equivalent registration number.

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

**'Stamp Description'** – the details/name of the delegate, followed by the text 'writing on behalf of' and then followed by the details of the delegated authority including the capacity behind it, and the code. Include the details of the settlement process for premiums and claims.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## LIRMA

**'Code'** – the 5-character LIRMA code 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. It is good practice to follow this with the text "LIRMA" and the code.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## 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. It is good practice to follow this with the text "ILU" and the code.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## 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.

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

**'Stamp Description'** – the full regular details of your organisation.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

## Policy Number Only

**'Code'** – if applicable, a four-digit numeric code. This is not shown on contracts.

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

**'Stamp Description'** – the text that you want to accompany the policy number.

**'Stamp Addresses'** – select registered/invoice addresses from dropdown list, using '+ Add New Address' to add an address to the list if needed.

**'Authority Code'** – if required, select a drop-down authority registration and code from the codes configured in the Admin Portal's 'Details' window. This is not shown on contracts.

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