## Adding Addresses to a Stamp

Back to Platform	STAN	1PS							
Details	Add N	lew Stamp					Sear	ch	Q
Addresses	Type 🕶	Stamp Category +	Short Name	Code	Pseudonym	Address	Validated +	Enabled +	
Configuration	-		Lloyd's Underwriter Syndicate No. 2350 TSD *				0	++	
🚉 Teams	100	Lloyd's Syndicate	2023 Lioyd's	2350	TSD	0/2	0	Manage Users	
	100	Lloyd's Syncicate	2023 Lloyd's 1763	1763/2350	MUX	0/2	•	Duplinite Stamp Pret Stamp	
	185	Lloyd's Brussels	2023 Lloyd's Brussels 5288	5288/5350	MBR	0/2	0	Manage Address	05
L Stampa	185	Consoftum	2023 Milhras Consolitum 4963	4863	MUX	0/2	•		-
Approved Brokers	int.	Lloyd's Brussels Consortium	2023 Messina Property Consortium 4018	4018	мвм	0/2	•		;
8 History	100	MGA	2023 Messina MGA	B160950250147069	98	0/2	0		Ξ
	100	Non Bureau MGA	2023 Messina Direct MGA	B16095035024706	99	0/2	•		÷
	188	LIRMA	2023 LIRMA	L0744		0/2	•		Ŧ
	100	ILU	2023 ILU	1095263		0/2	•		

Up to two physical business addresses can be added to a stamp from the Admin portal's Stamps panel. Click on the stamp's three-dot icon and select 'Manage Addresses'.

Stamp Description*	
Lloyd's Underwriter Syndicate No. 2350 TSD	
Stamp Addresses	
Add New Address	
Registered Address	
5. Pine Street, London, EC1A 1AA, Unite Kingdom	-
5, Pine Street, London, EC1A 1AA, United Kingdom	
Gefferys House 5, London Road, Hook, RG27 9EF, United Kingdom	
Invoice Address	
	•
2350 ·	
0%	
WRITTEN	
N/A 29 Apr 2025, 13:35	
James Hatton	
TSD	
Stamp Preview	
	-

Whitespace<sup>\*\*</sup>

a Verisk business

Tick the 'Stamp Addresses' box on the 'Manage Addresses' window. Click on the drop-down list to select the relevant address or untick the box to remove the selected address. Broker admins can see stamp addresses.

Please stamp( stamps,	note that brokers using the Appro s) for your organisation to use or so consider informing them that	ved Stamp functionality ma their contracts. Brokers an your organisation has made	ay have already selected a not automatically notified of m a new stamp available.	ew
Category*		Code*		
Short Name*				
Stamp Logo	ogo 🔍 Uploaded Logo			ч
Stamp Description*				
Lloyd's Underwrite	r Syndicate No. 2350 TSD			
Stamp Addres	ises O			- 1
+ Add New Addr	۱۱/	St Lloyd's		- 1
0 <sup>4</sup> WRIT	MA 29 Apr 2025, 13:35			
5107	James Hatton			

Stamp addresses are separate to corporate addresses. If there are no stamp addresses configured in the system yet, or you need to add a new one, click the '+ Add New Address' button.

Manage Addre	Ses	×
Stamp Description*		· · · ·
Lloyd's Underwriter Syn	dicate No. 2350 TSD	
Stamp Addresses	0	
+ Add New Address		
Registered Addre		1
5, Pine Street, Londo	n, EC1A 1AA, United Kingdom	•
Registered and Inv	oice addresses are the same	
Invoice Address	<	
Gefferys House 5, Lo	ndon Road, Hook, RG27 9EF, United Kingdom	-
0% WRITTEN NA SIGNED Stamp Preview	Low Low   228 Apr 2025, 13.35 James Hatton   Loyd's Underwriter Syndicate No. 2350 TSD	
		Close Assign Users

You can add registered and/or invoice addresses, or tick the 'Registered and Invoice addresses are the same' box to use one address entry for both.

+ Add New Address	
Address Name*	
Wantage City	
Address Line 1*	
5, Pine Street	
Address Line 2	
City	
London	
County / Province / State	
London	
Country*	
United Kingdom	
Postcode / Zip*	
EC1A 1AA	
DLINS Code	
5010 0000	
	Current Add Address

3

Fill out the address form. Organisations using DUNS/+4 codes should add either their 9-digit or 9-digit + 4-character code in the 'DUNS Code' box. When complete, click 'Add Address'.

Back to Platform	ADDRESSES					Add Address
<b></b>			Wantage Little Venice	Wantage City	å Edt	Wantage Basingstoke
- Detais	Search Configurations	Q	105 Maida Vale, suite K-14 London W9 1UJ	5, Mount Pleasant London EC1A 1AA		Gefferys House London Road
• Addresses	Corporate Addresses	,	United Kingdom	United Kingdom		Hook RG27 9EF United Kingdom
Configuration	Stamp Addresses	>				
🕂 Teams						
L Users						
L Stamps						
Approved Brokers						
8 History						

Open the 'Stamp Addresses' pane of the 'Addresses' tab to view, edit, and add addresses. Stamp addresses – and the addresses assigned to a stamp – can be freely updated. Address changes are applied to new lines written with associated stamps. They do not update existing lines.

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