

# Stamps Quick Reference Guide

## Contents

<b>Executive Summary</b>	1
<b>General Information</b>	2
Stamp Fields	2
Other Details	3
<b>Stamps</b>	5
Lloyd's Syndicate stamps	5
Lloyd's Brussels Syndicate stamps	6
Lloyd's Consortium stamps	7
Lloyd's Brussels Consortium stamps	8
Lloyd's Coverholder stamps	9
Lloyd's Brussels Coverholder stamps	10
LIRMA stamps	11
ILU stamps	12
MGA stamps	13
Non-Bureau MGA stamps	14
Non-Bureau stamps	15
Policy Number Only stamps	16

## Executive Summary

This document provides summary information and detailed examples of all current Whitespace stamp types to enable quick and reliable creation of new stamps for your organisation.

## General Information

### Stamp Fields

Field	Description	Mandatory/Optional
<b>Category</b>	The insurance market in which the underwriting capacity represented by the stamp will be used. Detailed information about each stamp categories are in the next section titled 'Stamps'.	Mandatory
<b>Code</b>	The applicable unique identifier(s) for the underwriting capacity, which may be syndicate or coverholder or consortium numbers (for Lloyd's business), stamp codes (for the company market), or a chosen unique identifier for the legal entity when operating outside of the London Market.	Mandatory except for 'Non-Bureau' and 'Policy Number Only' stamps
<b>Pseudonym</b>	The registered underwriting name assigned to a Lloyd's member (usually corporate) for identification. It is a 3-letter abbreviation and is used by Lloyd's syndicates and Lloyd's Brussels syndicates.	Mandatory for 'Lloyd's Syndicate', 'Lloyd's Brussels Syndicate', 'Consortium' and 'Lloyd's Brussels Consortium' only
<b>Short Name</b>	A precise and unique label used to identify the stamp in the Stamps panel list.	Mandatory
<b>Stamp Logo</b>	<p>The company logo, as configured in the 'Details' panel, which may be displayed on the stamp by default. Users may choose to remove the logo entirely or to upload a custom logo specific to the stamp.</p> <p>This option is not available for Lloyd's Brussels syndicate, consortium, and coverholder stamps, as these follow Lloyd's LIC branding and do not accommodate a logo</p>	Optional
<b>Stamp Description</b>	The wording on the stamp. This must follow the defined formats as described in each stamp category below.	Mandatory except for 'Policy Number Only' stamps

<b>Registered Address</b>	The official address where the stamp is legally registered. It is the address of the legal entity associated with the stamp. It is mandatory that each stamp have a registered address.	Mandatory
<b>Invoice Address</b>	The official address that invoices should be sent to when the stamp is used on a contract.  This is used for billing purposes only and may differ from the registered address.  This field is optional and should only be configured if invoices need to go to a different location than registered address.	Optional
<b>Authority Code</b>	The code issued by an authority with which the legal entity is registered.  A stamp may have Authority Codes configured for multiple authorities, but only one code is permitted for each authority.  It is strongly recommended that all stamps be linked to your organisation's registered D-U-N-S Number.	Optional

## Other Details

### Active/Inactive

Stamps can be enabled or disabled at any time.

When enabled, the stamp is available for use on contracts by underwriters.

When disabled, the stamp becomes inactive and underwriters will not see the stamp in the selection list for using on the contract. Inactive stamps cannot be used on new contracts.

### Stamp Validation

Each new stamp needs to be validated and approved by the Whitespace Support team before it can be used on a contract.

### Team and User Assignments

To be usable, a stamp must be assigned to one or more of the users within one or more teams. Only users assigned to the stamp within the team they are currently working in can view and select the stamp on a contract.

If a user belongs to multiple teams, the stamp the stamp will only be visible to them when assigned to them under their current team. To ensure that user can always see the stamp, it must be assigned to them under each team they are part of.

Users cannot see or use stamps that are not explicitly assigned to them as part of their current team structure.

### Written Line % and Signed Line %

The Written Line % is the percentage of the risk initially written, and the Signed Line % is the final agreed percentage. Both values are populated automatically, when the stamp is applied to a contract and when the contract is signed.

### Underwriter's Reference

The underwriter's Reference is a value entered by the underwriter at the time the stamp is applied to the contract.

### Underwriter's Name

The underwriter's name is automatically populated by the system and identifies the user applying the stamp.

### Date and Time

The current date and time are automatically recorded by the system when the stamp is applied to the contract.

### Button Stamps

Button stamps may be created as an alternative to full stamps. While they do not legally bind the contract, they are used to indicate the capacity provider when quoting the contract.

### Integration

All information displayed against the stamp is available as data via the Whitespace APIs. More information can be found in our endpoint documentation available here: <https://apidocs.whitespace.co.uk>. This is used by brokers and underwriters in external systems for recording placements and processing technical accounting.

# Stamps

## 1. Lloyd's Syndicate stamps

A Lloyd's Syndicate is part of a Managing Agency registered at Lloyd's.

Stamps created under this category use the Lloyd's anchor branding.

All Lloyd's Syndicate stamps must include a 4-digit Syndicate number that acts as a form of account number, a 3-letter pseudonym, and a detailed stamp description as shown below.

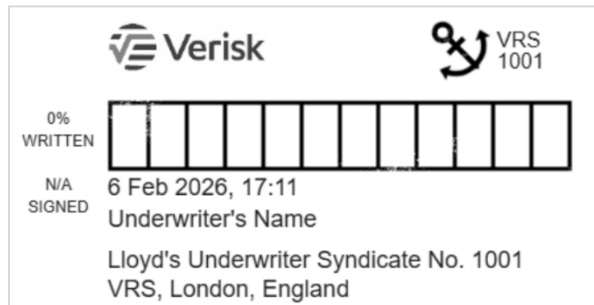
*Standard format for stamp description:*

Lloyd's Underwriter Syndicate No. <Syndicate number> <Pseudonym>, <Location>

**Example:**

Lloyd's Underwriter Syndicate No. 1001 VRS, London, England

*Stamp preview:*



*Pre-defined split stamps:*

A pre-defined split stamp divides capacity between two Lloyd's Syndicates. The split is fixed, and the pair is treated as a single stamp. When applied to contracts, lines are automatically divided between both syndicates according to the pre-defined proportions.

All split stamps must include the details of both Syndicates, and their respective split percentages must total 100%.

### Extra Information

- Lloyd's Syndicate stamps can additionally include settlement details, line slip agreements details, etc added to the stamp description.
- Service Agreement stamps settling via the Bureau should be created using the Lloyd's Syndicate category.

## 2. Lloyd's Brussels Syndicate stamps

A Lloyd's Brussels Syndicate is a counterpart of a Lloyd's Syndicate, but used for writing business in the EEA only, and it is always reinsured by that Syndicate in London.

Stamps created under this category have the text 'Lloyds Insurance Company S.A.' and an EU flag at the top of the stamp and the anchor symbol appended at the end of the description.

All Lloyd's Brussels Syndicate stamps must include a 4-digit Syndicate number beginning with '5' that acts as a form of account number, a 3-letter pseudonym, and a detailed stamp description as shown below.

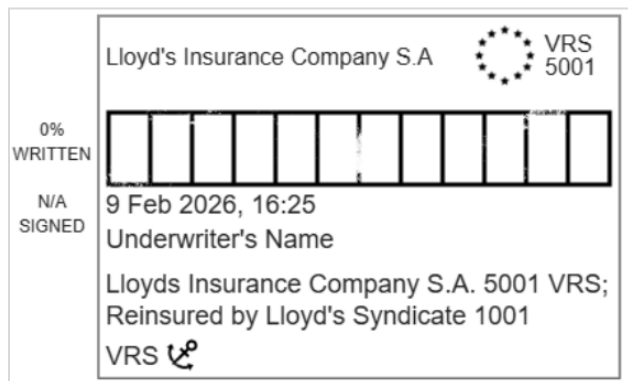
*Standard format for stamp description:*

Lloyd's Insurance Company S.A. <LIC Syndicate number> <Pseudonym>; Reinsured by Lloyd's Syndicate <Reinsuring Syndicate number> <Pseudonym>

**Example:**

Lloyds Insurance Company S.A. 5001 VRS; Reinsured by Lloyd's Syndicate 1001 VRS

*Stamp preview:*



*Pre-defined split stamps*

A pre-defined split stamp can also be set up for Lloyd's Brussels Syndicates in the same way as for Lloyd's Syndicates.

### Extra Information

- Lloyd's Brussels Syndicate stamps can additionally include settlement details, line slip agreements details, etc added to the stamp description.

### 3. Lloyd's Consortium stamps

A Lloyd's Consortium is a group of syndicates who enter into an agreement to write specific class of business. One of the syndicates is appointed as leader and is delegated the authority to write business on behalf of other participants (the followers). A Consortium stamp must only be set up and used by the Consortium leader.

Stamps created under this category use the Lloyd's anchor branding.

All Lloyd's Consortium stamps must include a 4-digit Consortium number beginning with '3', '4', '6', '7', or '9', the Consortium leader's 3-letter pseudonym, and a detailed stamp description as shown below.

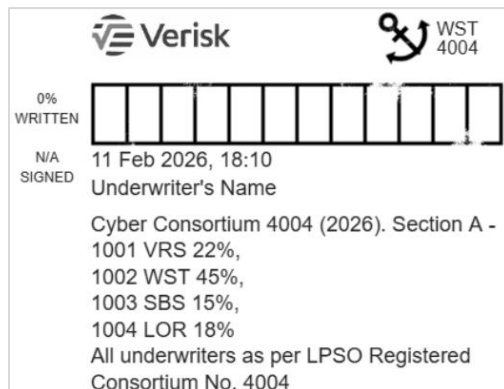
*Standard format for stamp description:*

<Consortium name> <Consortium number> <YOA> <Additional identifier, if applicable> <Capacity provider> - breakdown. All underwriters as per LPSO Registered Consortium No. <Consortium number>

**Example:**

Cyber Consortium 4004 (2026). Section A - 1001 VRS 22%, 1002 WST 45%, 1003 SBS 15%, 1004 LOR 18%. All underwriters as per LPSO Registered Consortium No. 4004

*Stamp preview:*



Extra information

- Certain Company Markets (ILU or LIRMA) may also form part of a consortium. For pre-defined Lloyd's Consortium splits with Company Market stamps, set up 2 separate stamps – 1) consortium and 2) ILU/LIRMA. The underwriters should then split their line between the consortium and company market stamps manually when writing the line on the contract. In rare circumstances, where more than one leader is appointed within a consortium, versions of the stamp may be set up by both designated leaders.

## 4. Lloyd's Brussels Consortium stamp

A Lloyd's Brussels Consortium is a counterpart of a Lloyd's Consortium but for writing business in the EEA. It is always reinsured by that Syndicate in London.

Stamps created under this category have the text 'Lloyds Insurance Company S.A.' and an EU flag at the top of the stamp and an anchor symbol appended at the end of the description.

All Lloyd's Brussels Consortium stamps must include a 4-digit Consortium number beginning with '3', '4', '6', '7', or '9', the Consortium leader's 3-letter pseudonym, and a detailed stamp description as shown below.

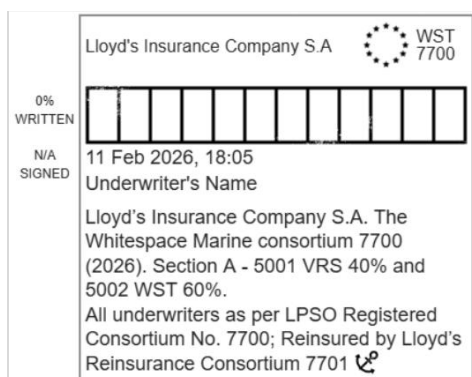
*Standard format for stamp description:*

Lloyd's Insurance Company S.A. <Consortium name> <LIC Consortium number> <YOA> <Additional identifier, if applicable> <Capacity provider> - breakdown. All underwriters as per LPSO Registered Consortium No. <LIC Consortium number>; Reinsured by Lloyd's reinsurance consortium <Reinsurance Consortium number>

**Example:**

Lloyd's Insurance Company S.A. **The Whitespace Marine consortium 7700 (2026).** **Section A - 5001 VRS 40% and 5002 WST 60%.** All underwriters as per LPSO Registered Consortium No. **7700**; Reinsured by Lloyd's Reinsurance Consortium **7701**

*Stamp preview:*



### Extra information

- A Company Market (ILU or LIRMA) may also form part of a Lloyd's Brussels Consortium. These should be set up and applied on the contract as separate stamps, as per the procedure described under Lloyd's Consortium stamps.
- In rare circumstances, where more than one leader is appointed within a consortium, versions of the stamp may be set up by both designated leaders.

## 5. Lloyd's Coverholder stamps

A Lloyd's Coverholder is a company or partnership authorised by a Lloyd's managing agent to enter an insurance contract. It could be one or a group of syndicates who delegate authority to the Coverholder under a Binding Authority Agreement. This stamp should be set up and used by the Coverholder only.

A Coverholder stamp can be configured by selecting the 'Consortium' stamp category and then ticking the 'Coverholder' checkbox.

Stamps created under this category use the Lloyd's anchor branding.

All Lloyd's Coverholder stamps must include a 4-digit Coverholder number beginning with '3', '4', '6', '7', or '9', and a detailed stamp description as shown below displayed beneath the reference box.

The Pseudonym field is not applicable for Coverholder stamps.

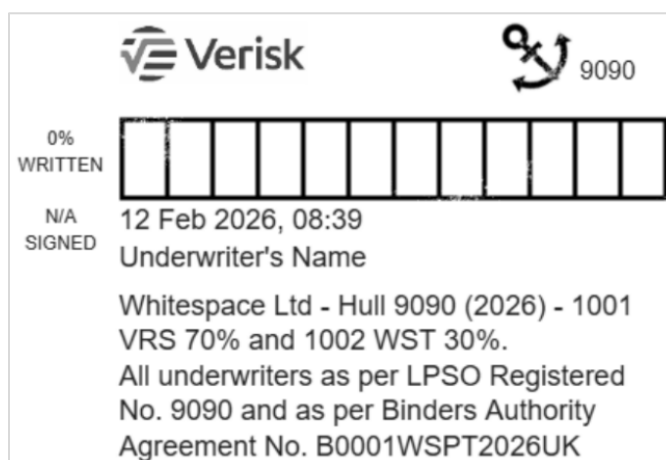
*Standard format for stamp description:*

<Coverholder Name> <Additional identifier> <Coverholder number> <YOA>  
 <Capacity provider> - breakdown. All underwriters as per LPSO Registered No.  
 <Coverholder number> and Binding Authority No. <Binders Authority Agreement  
 number>

**Example:**

Whitespace Ltd - Hull 9090 (2026) - 1001 VRS 70% and 1002 WST 30%. All  
 underwriters as per LPSO Registered No. 9090 and Binding Authority Agreement  
 No. B0001WSPT2026UK

*Stamp preview:*



## 6. Lloyd's Brussels Coverholder stamps

A Lloyd's Brussels Coverholder is a counterpart of a Lloyd's Coverholder but for writing business in the EEA. It is always reinsured by that Syndicate in London.

A Lloyd's Brussels Coverholder stamp can be configured by selecting 'Lloyd's Brussels Consortium' stamp category and then ticking the 'Coverholder' checkbox.

Stamps created under this category have the text 'Lloyds Insurance Company S.A.' and an EU flag at the top of the stamp and an anchor symbol appended at the end of the description.

All Lloyd's Brussels Coverholder stamps must include a 4-digit Coverholder number beginning with '3', '4', '6', '7', or '9', and a detailed stamp description as shown below.

The Pseudonym field is not applicable for Coverholder stamps.

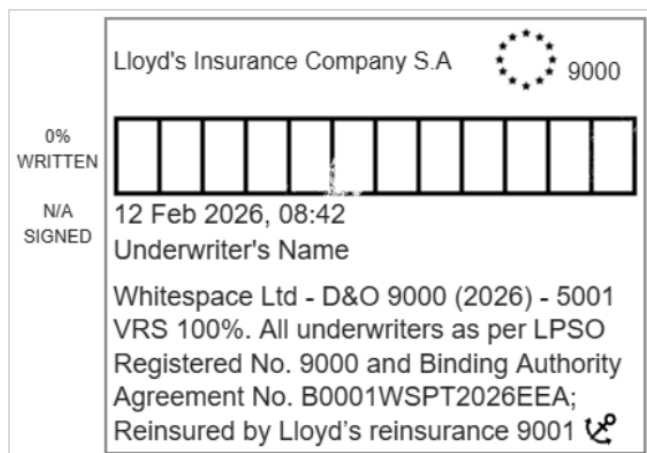
*Standard format for stamp description:*

Lloyd's Insurance Company S.A. <Coverholder Name> <Additional identifier>  
 <LIC Coverholder number> <YOA> <Capacity provider> - breakdown. All  
 underwriters as per LPSO Registered No. <LIC Coverholder number> and Binding  
 Authority No. <Binders Authority Agreement number>; Reinsured by Lloyd's  
 reinsurance <Reinsurance Coverholder number>

**Example:**

Whitespace Ltd - D&O 9000 (2026) - 5001 VRS 100%. All underwriters as per  
 LPSO Registered No. 9000 and Binding Authority Agreement No.  
 B0001WSPT2026EEA; Reinsured by Lloyd's reinsurance 9001

*Stamp preview:*



## 7. LIRMA stamps

LIRMA stamps represent Company Market business written outside of Lloyd’s but processed via the Bureau.

Stamps created under this category do not carry the Lloyd’s anchor branding, and display ‘XIS’ to identify Bureau settlement.

All LIRMA stamps must have a 5-character LIRMA code (an initial letter followed by 4 numeric digits) and a detailed stamp description as shown below.

*Standard format for stamp description:*

<Company Name>, <Additional identifier>, LIRMA <LIRMA Number>, <Location>

**Example:**

Whitespace Ltd, Causality, LIRMA W1010, Bermuda

*Stamp preview:*



### Extra information

- LIRMA stamps can additionally have settlement details and line slip agreement information included in the stamp description.
- LIRMA stamps may form part of a Consortium. For pre-defined consortium splits with Company Market stamps, set up 2 separate stamps – 1) consortium and 2) LIRMA. The underwriters should then split their line between the consortium and company market stamps manually when writing the line on the contract.

## 8. ILU stamps

ILU stamps represent Company Market business written outside of Lloyd's but processed via the Bureau.

Stamps created under this category do not carry the Lloyd's anchor branding, and display 'XIS' to identify Bureau settlement.

All ILU stamps must have a 6- or 7-digit ILU code and a detailed stamp description as shown below.

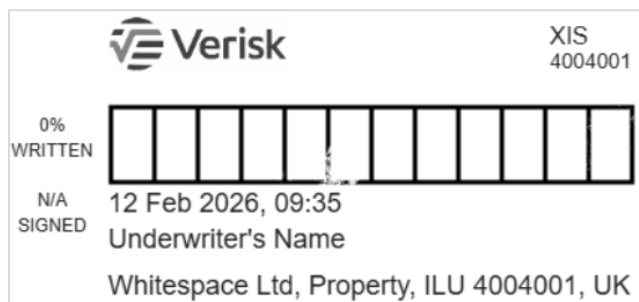
*Standard format for stamp description:*

<Company Name>, <Additional identifier>, ILU <ILU Number>, <Location>

**Example:**

Whitespace Ltd, Property, ILU 4004001, UK

*Stamp preview:*



### Extra information

- ILU stamps can additionally have settlement details and line slip agreement information included in the stamp description.
- Like LIRMA stamps, ILU stamps may form part of a Consortium. These should be set up and applied on the contract as separate stamps, as per the procedure described under LIRMA stamps.

## 9. MGA stamps

An MGA is a company or partnership authorised by a Lloyd’s managing agent or company market insurer(s) to enter an insurance contract on their behalf, as formally specified in a contractual agreement. The premiums/claims are settled via the Bureau. This stamp should be set up by the MGA (delegee) only.

Although premiums/claims are settled via Bureau, stamps created under this category do not have any Lloyd’s branding.

All MGA stamps must include the Binders Agreement Number or the unique code of the capacity provider (for example: Syndicate number, LIRMA code, or ILU code), and a detailed stamp description as shown below.

The ‘Code’ field is not displayed on the stamp, and so that value must be included in the stamp description as well as entered into the ‘Code’ field.

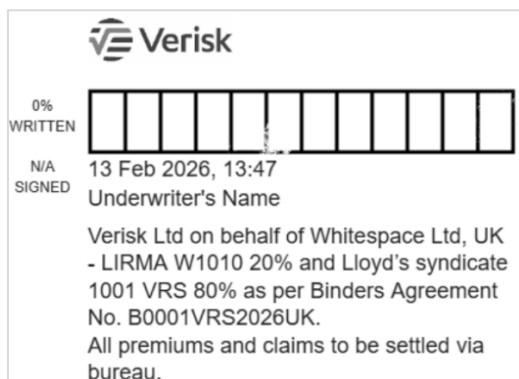
*Standard format for stamp description:*

<MGA Name> on behalf of <Capacity provider> - breakdown as per Binders Authority Agreement Number < Binders number >. All premiums and claims to be settled via the Bureau.

**Example:**

Verisk Ltd on behalf of Whitespace Ltd, UK - LIRMA W1010 20% and syndicate at Lloyd’s 1001 VRS 80% as per Binders Authority Agreement No. B0001VRS2026UK. All premiums and claims to be settled via the Bureau.

*Stamp preview:*



### Extra Information

- Class of Business, product information, additional party information, and/or notification information regarding the settlement of premiums and claims may be incorporated into the stamp description, if required.

## 10. Non-Bureau MGA stamps

A non-Bureau MGA is a company or partnership authorised by an insurer to enter an insurance contract per an agreement. The premiums/claims are not settled via the Bureau, but either directly with the company or via a third party.

All non-Bureau MGA stamps must include a Binders Agreement Number or equivalent agreement number, and a detailed stamp description as shown below.

The 'Code' field is not displayed on the stamp, and so that value must be included in the stamp description as well as entered into the 'Code' field.

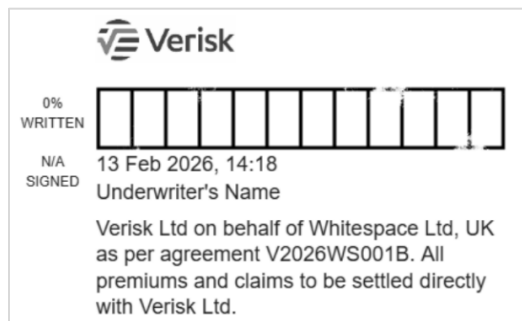
*Standard format for stamp description:*

<MGA Name> on behalf of <Capacity provider> - breakdown as per the agreement < Binders number >. All premiums and claims to be settled via bureau.

**Example:**

Verisk Ltd on behalf of Whitespace Ltd, UK as per the agreement V2026WS001B. All premiums and claims to be settled directly with Verisk Ltd.

*Stamp preview:*



### Extra Information

- Class of Business, product information, a Business Identification Number, additional party information, and/or notification information regarding the settlement of premiums and claims may be incorporated into the stamp description, if required.

## 11. Non-Bureau stamps

A non-Bureau stamp is used for company market insurers and underwriting entities operating under their own regulatory permissions and settlement processes, or within regional insurance hubs, international financial centers, or local company markets worldwide.

All non-Bureau stamps must have a unique business identification number like a D-U-N-S Number, NAIC, or any other equivalent code allocated by a regulatory body in the 'Code' field, and a detailed stamp description as shown below.

*Standard format for stamp description:*

<Company Name> <Location>

**Example:**

Whitespace Software, part of Verisk Analytics, Inc, London branch.

*Stamp preview:*



### Extra Information

- Class of Business, product information, a Business Identification Number, additional party information, and/or notification information regarding the settlement of premiums and claims may be incorporated into the stamp description, if required.


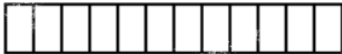
## 12. Policy Number Only stamps

A 'Policy Number Only' stamp is used by insurers based in the USA where only a policy number and registered address is required on the stamp.

The stamp description field is optional for these stamps, and if populated is displayed beneath the reference box.

The policy number is added to the reference box when the stamp is applied on the contract.

*Stamp preview:*

 
<b>Registered Address:</b> New Jersey branch, Newport Tower, 545 Washington Blvd, Jersey City, New Jersey, United States of America, NJ 07310 DUNS Code: 908776541