



# Transfer of an active binder

## Quick reference guide

To transfer existing binders onto FCP mid-term, MAs must first ensure the existing loss fund is reconciled before it is repatriated upon the transition to FCP. Once this is confirmed, [the endorsement can be processed in DCOM](#) and Vitesse will proceed with setting up DCA payment accounts.

### Getting started

MAs may decide to transfer existing binders for processing claim payments in FCP, and must consider the suitability of these binders using the following guiding criteria:

- ✓ All claim payments can be made by e-cheque and bank transfer
- ✓ Lloyd's 'singleton' binders are the easiest to onboard onto FCP in the first instance, however subscription binders are also fully eligible
- ✓ The policy order has been placed 100% in the Lloyds market

Before loading binders onto FCP, ensure:

- ✓ MAs and brokers have determined the suitability of the binder for using FCP and have agreed to the transfer with all participants on the binder
- ✓ The DCA has reconciled the existing loss fund against previous BDX
- ✓ Brokers & MAs have verified all necessary binder contract info in DCOM enabling DCAs to make claim payments via Vitesse and perform cash reconciliation

### Transfer binder to FCP

#### Key steps for MAs:



1. Identify suitable binders to transfer to FCP
2. Ensure the DCA agreement reflects the decision to pursue FCP
1. Check that the Loss Fund is in a suitable state for the binder to be transferred to FCP
2. Review/approve the binder contract in DCOM (all sections flagged as FCP)
3. Determine additional funds required to process the binder and transfer these to the syndicate funding account
4. Agree transition date with the broker and proceed to close the loss fund account

#### Key steps for brokers:



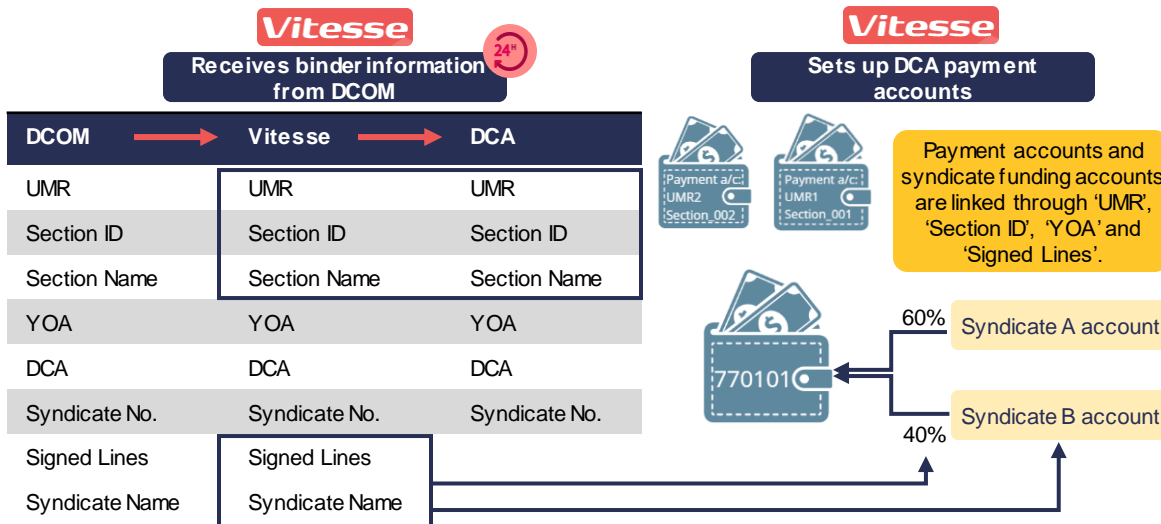
1. Verify all MAs on the contract are onboarded to FCP
2. Include an additional FCP clause in the binder contract
3. Process binder endorsement in DCOM, flag all sections as 'FCP' & ensure sections and binder splits are accurate – key to ensuring payments are made from the right markets
4. Plan the repatriation of the loss fund in ECF
5. Once endorsement is approved by, send the binder contract information to Vitesse for processing

#### Key steps for DCAs:



1. Ensure all prior payments, expenses and fees have been accounted for in previous BDX
2. DCAs must be aware what binder section each payment account relates to for FCP; they can do this by checking the account 'properties' tab in Vitesse which will display key binder information including section identifiers

### Payment account set-up



Data from DCOM is held by Vitesse. Certain data, such as 'Section ID', will be passed to the DCA via email. DCAs can also view this information on the 'Account properties' page of the payment account.

→ Direction of data flow

High level DCA roles in Vitesse to manage payment accounts:

- System administrator
- Payment uploader
- Payment approver
- Reporting
- Balance alerts
- Notifications
- View only

FCP payment account name configuration:

- Syndicate number
- YOA
- Risk code
- Broker
- UMR
- Currency
- Policy number