

# SDC and Lloyd's Emergency Trading Protocol

## EMAIL AGREEMENT TO LINES – SDC Guidance for Lloyd's Brussels submissions

The Lloyd's Emergency Trading Protocol (ETP) provides temporary permission to Managing Agents to agree lines on placements by email – the 'email agreement'.

The use of SDC is mandated for business placed with Lloyd's Brussels. This communication provides guidelines to support the submission of policies to Lloyd's Brussels, via the SDC Service, where the email agreement is necessary.

Please note these guidelines are for documents submitted into the SDC Service outside PPL, and without a 'wet stamp'.

### Where email agreements are used

1. Submission into the SDC Service must be made via email to: [MRCSUBMISSION@SDC-SERVICE.COM](mailto:MRCSUBMISSION@SDC-SERVICE.COM).

**NOTE:** *The SDC Portal and ACORD Gateway cannot be used for these submissions.*

2. The email Subject line must mention 'ETP' or 'Emergency Trading Protocol'
3. Where possible, insert the email agreement into the document either:
  - (ideally) within the SECURITY DETAILS segment of the document or
  - as the last page of the document

Suggested templates are provided within this guidance – see **appendix A**

### If the email agreement cannot be embedded in the document:

4. The email Subject line must mention 'ETP' or 'Emergency Trading Protocol'
5. The email must contain both the document, as an attachment, AND the email agreement contained in the body of the email or as another attachment.
6. The email agreement must contain the information detailed in **appendix A**.

Please be mindful of Multi Section slips where this information will need to be presented for each Section.

If you have any queries, please contact the LIMOSS Service Desk at <https://customer.hornbill.com/limoss/> or any member of the SDC Team.

## Appendix A – ETP Email Agreement templates

These templates are recommended for use when submitting email agreement documents into the SDC Service. The template is optional, but contains the minimum information required to support Lloyd’s Brussels submissions. Failure to provide this information will result in a SDC ‘LB Rejection’.

### 1. Single Section template

<b>SECURITY DETAILS – ETP</b>	
<b>UMR:</b>	B0123xxxxxxxx
<b>Carrier Name:</b>	ABC Underwriting
<b>For and on behalf of:</b>	5123 <i>(LIC Stamp Reference)</i>
<b>Agreed On:</b>	10-March-2020
<b>Written Line:</b>	25.00%
<b>Carrier Reference:</b>	ABC123421AA
<b>Risk Codes:</b>	AA – 80% BB – 20%
<b>Settlement Due Date:</b>	10-May-2020 <i>(Optional)</i>

### 2. Multi Section template

<b>SECURITY DETAILS – ETP</b>	
<b>UMR:</b>	B0123xxxxxxxx
<b>Carrier Name:</b>	ABC Underwriting
<b>For and on behalf of:</b>	5123 <i>(LIC Stamp Reference)</i>
<b>Agreed On:</b>	10-March-2020
<b>Written Line:</b>	Section 1 - 25.00% Section 2 - 30.00%
<b>Carrier Reference:</b>	Section 1 - ABC123421AA Section 2 - ABC123421AB
<b>Risk Codes:</b>	Section 1 AA at 80% BB at 20%  Section 2 TO at 100%
<b>Settlement Due Date:</b>	10-May-2020 <i>(Optional)</i>