
Detailed Claim Form Completion Notes

.....
*OIC Run-Off
Limited*

*The London and
Overseas
Insurance
Company Limited*

*(both subject to a
Scheme of
Arrangement)*

Contents

| | |
|--|-----------|
| <i>Claim form instructions</i> | 1 |
| <i>Section 1. How to use the Claim Form Guidance Notes</i> | 2 |
| 1.1. General points | 2 |
| 1.2. Help functions | 2 |
| <i>Section 2. Using the Website to review, update and submit the claim form</i> | 4 |
| <i>Section 3. General hints and tips</i> | 5 |
| 3.1. Navigating the Claim Form | 5 |
| 3.2. Using filters on the list screens and downloading the results | 6 |
| <i>Section 4. Logging into the Website</i> | 9 |
| 4.1. Pre login screen | 9 |
| 4.1.1. 'US Chapter 15 Court Hearing Documents' | 9 |
| 4.1.2. 'Court Sanction Hearing Documents' | 9 |
| 4.1.3. 'Scheme Documents' | 9 |
| 4.1.4. 'Other Documents' | 9 |
| 4.1.5. 'FAQs' | 9 |
| 4.1.6. 'Contact Us' | 9 |
| 4.2. Logging in and out of the Website | 9 |
| 4.3. Password reset and other technical issues | 10 |
| <i>Section 5. The quick launch bar</i> | 11 |
| <i>Section 6. Understanding the Claim Form summary</i> | 12 |
| 6.1. What the Claim Form summary shows | 12 |
| 6.2. Opt Out preview | 13 |
| 6.3. Navigating the Claim Form from the Claim Form summary | 13 |
| 6.4. Downloading the Claim Form summary | 14 |
| <i>Section 7. Downloading the claim form data from the documents menu</i> | 15 |
| 7.1. Claim Form | 15 |

| | |
|--|-----------|
| 7.1.1. 'Claim Form Data' | 15 |
| 7.1.2. 'Crystallisation Statements' | 17 |
| 7.1.3. 'Set Off Values - subject to amendment' | 17 |
| 7.1.4. 'General Documents' | 17 |
| 7.2. US Chapter 15 Court Hearing | 17 |
| 7.3. Court Sanction Hearing | 17 |
| 7.4. Scheme | 17 |
| 7.5. Others | 17 |
| 7.6. Upload documents | 17 |
| 7.7. My documents | 18 |
| <i>Section 8. Entering and updating contact and address details</i> | 19 |
| 8.1. Advising a change of e-mail address | 19 |
| 8.2. Updating contact and address details | 19 |
| <i>Section 9. Should I use 'Scheme Share' or 'Group Share' for claims data entry?</i> | 20 |
| 9.1. Global setting | 21 |
| 9.2. Policy specific setting | 21 |
| <i>Section 10. Confirming payment details</i> | 23 |
| 10.1. Payment options | 23 |
| 10.1.1. Electronic Payment | 23 |
| 10.1.2. Cheque (all currencies) | 27 |
| <i>Section 11. Adding and amending insured details</i> | 28 |
| 11.1. Adding a new insured | 28 |
| 11.2. Editing an existing insured | 28 |
| 11.3. Adding settlement information | 29 |
| 11.4. Checking policies for an insured | 29 |
| 11.5. Disabling an insured | 29 |
| <i>Section 12. Adding and amending policies</i> | 30 |
| 12.1. The policy list screen | 30 |

| | |
|--|------------------|
| 12.2. Adding a New Policy | 33 |
| 12.3. Amending existing policies using the policy details screen | 34 |
| 12.3.1. Requesting policy amendments | 35 |
| 12.3.2. Amending all other policy details | 36 |
| 12.3.3. Adding a claim to a policy | 37 |
| <i>Section 13. Adding and amending claims</i> | <i>37</i> |
| 13.1. The claims list screen | 37 |
| 13.2. Adding a new claim | 39 |
| 13.3. Amending an existing or added claim and/or adding outstanding losses to an existing or added claim | 42 |
| 13.4. Assigning a claim | 44 |
| 13.5. Deleting a claim | 45 |
| 13.6. Uploading supporting claims information | 46 |
| <i>Section 14. Claiming IBNR</i> | <i>49</i> |
| 14.1. IBNR and Opt Out | 49 |
| <i>Section 15. Ledger items</i> | <i>50</i> |
| 15.1. The 'Ledger Transaction List' screen | 50 |
| 15.2. Adding ledger items | 51 |
| 15.3. Amending added ledger items | 52 |
| 15.4. Deleting added ledger items | 53 |
| 15.5. Viewing, amending and deleting existing ledger items | 54 |
| <i>Section 16. Submitting the Claim Form (including setting the Opt Out status)</i> | <i>55</i> |
| <i>Section 17. What happens after Claim Form submission?</i> | <i>58</i> |
| <i>Section 18. How to contact us</i> | <i>59</i> |
| <i>Appendices</i> | <i>lx</i> |
| Appendix 1: Recognising and reconciling policies | lxi |

Claim form instructions

The Claim Form Instructions are provided in two formats:

1. Detailed Claim Form Completion Notes

These notes provide detailed instructions on how to navigate around and complete the Claim Form. They are aimed specifically to assist Scheme Creditors who submit claims through the Website. They can also be accessed by Scheme Creditors, after login, via the Help menu from within the Website Claim Form.

Also available on the public area of the Website:

2. Summary Claim Form Guidance Notes

These notes are substantially in the form as set out on pages 105 to 110 of Appendix H to the Amending Explanatory Statement. They provide an overview of the Website but may also be of some use to Scheme Creditors who wish to submit claims using a hard copy Claim Form.

1. *How to use the Claim Form Guidance Notes*

1.1. *General points*

These Notes provide detailed help on how a Scheme Creditor should access and use the Website to view, amend and submit their Claim Form.

Section 2 outlines the recommended approach to completing the Claim Form.

Section 3 outlines generic ways in which the Website operates as well as certain functions, i.e. filtering, which are available throughout the Claim Form.

Sections 4 to 18 set out guidelines on how to use the Website.

Appendix 1 provides guidance on how to recognise and reconcile policies shown on the Claim Form as these will only have the internal OIC policy reference and in some cases a broker reference.

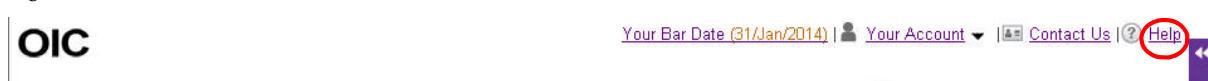
General points on using the Website:

- Ensure the browser used to access the Website is compatible. The Website is optimised for Internet Explorer 8 (IE8) but will work on other browsers. The Website includes further information for use with a different browser.
- If 'compatibility mode' is set on IE8, the Website will see this as IE7 and display a message that the browser is unsupported. Use 'tools>developer tools>click on the 'Browser Mode' heading>select IE8' to change this setting.
- Do not use the browser 'Back' button as this can default back to the login screen and lock out access to the Website for 30 minutes. The login page will display how many minutes remain until the website is accessible again.
- Always use the menus and other navigation options provided on the Claim Form (see section 3.1) to access each area of the Claim Form.

1.2. *Help functions*

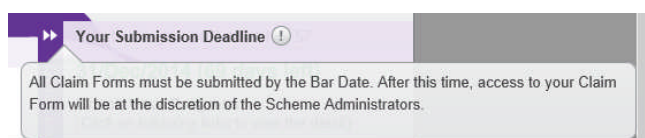
For assistance completing the Claim Form, click 'Help', see Fig 1.1.

Fig.1.1



An exclamation mark denotes a Tool Tip. Hover over it to view a more detailed explanation as per Fig.1.2.

Fig.1.2



A question mark will, when clicked on, open a separate screen with further information, e.g. clicking on the question mark next to the Claim Form summary title as outlined in Fig.1.3 will open the help screen in a new browser window as per Fig.1.4. Close this window down by clicking on the black cross in the upper right hand corner as outlined in Fig.1.4.

Fig.1.3

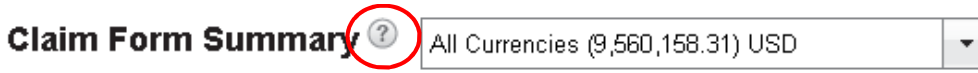
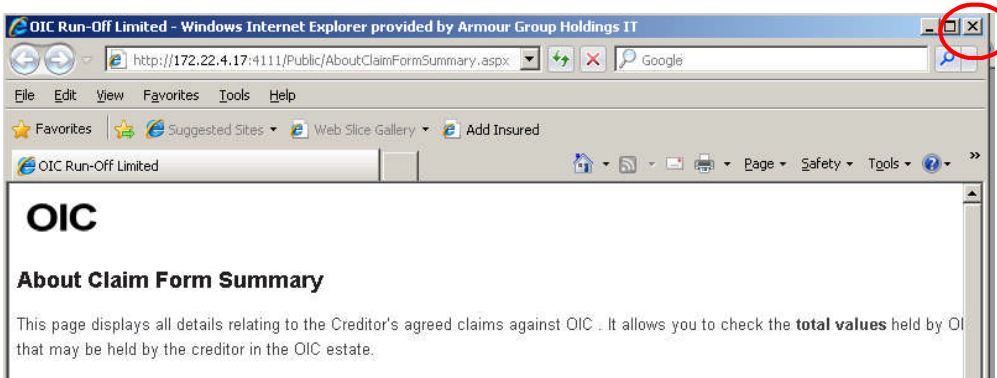


Fig.1.4



2. Using the Website to review, update and submit the claim form

The following steps set out the recommended process to follow when viewing and amending the Claim Form. Each step references the relevant section(s) of these notes in brackets.

- Activate **login** and confirm address details (sections 4 and 8).
- **Review the Claim Form summary** (section 6) and **download the Claim Form data** (section 7). This will assist in the identification of any missing policies and any required changes.
- Decide on the level at which to view and amend claim values: **group share or scheme share** (section 9).
- Advise **payment details** (section 10).
- Update **insured details** if necessary (section 11).
- Identify any policies missing from the Claim Form. NB. This should include any for which only IBNR will be claimed. Refer to Appendix 1 'Recognising and reconciling policies' for guidance.
- **Advise the Run-off Company of any missing policies** in order for them to be added to the Claim Form (section 12.2).
- **Update the details of existing policies.** Identify any policies with incorrect signed lines, which are assigned or have been incorrectly included on the Claim Form. The Run-off Company will need to update these (section 12.3.1). Amend any other policy details as required (section 12.3.2).
- Once all policies are present with the correct details, review all claims, **amend and add values for Agreed claims, and add Outstanding Losses** if required (section 13).
- **Enter IBNR figures** if required (section 14).
- **Amend or add Ledger items** if required (section 15).
- Re-Review the Claim Form summary to ensure the summary values are correct (section 6) and ensure any supporting documents have been uploaded (section 7.6).
- **Submit the Claim Form** (the option to Opt Out will be provided if the Claim Form contains Qualifying policies) (section 16).

The last submission made before the Bar Date will be accepted as your claim submission. No previous submissions will be reviewed.

3. General hints and tips

3.1. Navigating the Claim Form

- Any underlined text on the Claim Form in red or purple is a hyperlink and will take you directly to the appropriate page of the Website, e.g. clicking on an underlined amount in the Outstanding Losses as circled in Fig.3.1 will take you directly to the claims list with a filter applied for the chosen currency.
- The top rectangle in Fig.3.1 contains three menus to move easily between different areas of the Claim Form; ‘Claim Form Summary’, ‘Inward Claim Form’ and ‘Documents’. Also contained in the top rectangle in Fig.3.1 in the top right, from left to right are:
 - The submission deadline date.
 - ‘Your Account’ provides access to view and update address details (see section 8), advise the Run-off Company of payment details (see section 10), view previous submissions (see section 16) or set at which level claims will be entered, Scheme or Group (see section 9).
 - ‘Contact us’ provides contact information for both the Run-off Company and the Scheme Administrators.
 - ‘Help’ opens the Detailed Claim Form Completion Notes.
- The bottom section in Fig.3.1 contains contact details for the OIC Help Desk, plus hyperlinks to the Privacy Policy and Terms and Conditions.
- The Quick Launch Bar to the right of the screen in Fig.3.1 provides additional hyperlinks to different areas of the Claim Form together with a summary of the status of the Claim Form. This will be visible unless viewing or editing specific information (see section 5).

Fig.3.1

OIC Your Submission Deadline (31/Dec/2014) | Your Account | Contact Us | Help

(6418553) Logout
Example Industries Inc
Last login - 31/Jul/2014 15:23

Claim Form Summary | Inward Claim Form | Documents

Claim Form Summary Submit All

| Currencies ▲ | Agreed | Outstanding Losses | IBNR | Total Claims | Unpaid Ledger Balances | Total Liabilities |
|-----------------------|---------------------|---------------------|---------------------|-----------------------|------------------------|-----------------------|
| AUD | (1,565.00) | (13,680.00) | 0.00 | (15,245.00) | 0.00 | (15,245.00) |
| CAD | (8,542.00) | (26,350.00) | 0.00 | (34,892.00) | 0.00 | (34,892.00) |
| GBP | (54,239.36) | (78,366.25) | 0.00 | (132,604.61) | 0.00 | (132,604.61) |
| USD | (4,549.43) | (14,392.03) | (950,000.00) | (968,941.46) | 0.00 | (968,941.46) |
| USD EQUIVALENT | (104,118.13) | (181,157.99) | (950,000.00) | (1,235,276.12) | 0.00 | (1,235,276.12) |

10 items per page | 1 page in total

[Privacy Policy](#) | [Terms and Conditions](#)

Email: OICClosureHelpdesk@armourrisk.com | Address: 20 Old Broad Street, London, EC2N 1DP

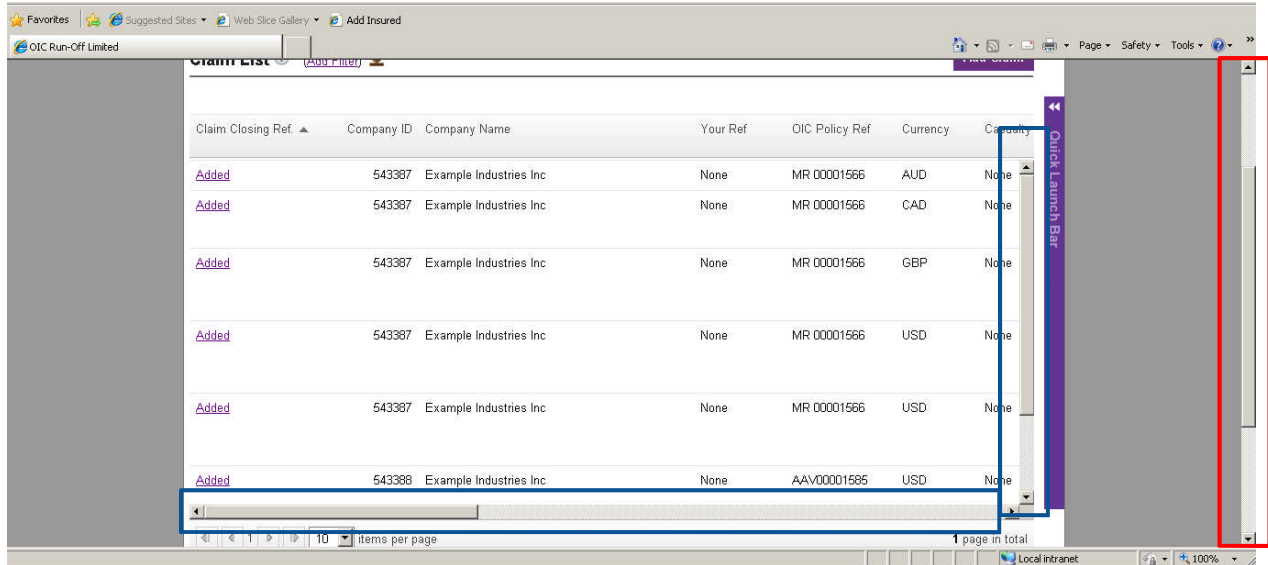
Tel: +44 (0) 207 382 2020

Fax: +44 (0) 207 382 2001

© Armour Risk Management Limited and OIC Run-Off Limited. All rights reserved.

- On the lists accessed from the 'Inward Claim Form' menu, there are sometimes two sets of scroll bars as per Fig.3.2. One set will be those for the browser and will usually only be a vertical scroll bar (in red rectangle) and the other set will be for the Claim Form itself (blue rectangles). Use the browser's vertical scroll bar to reveal the Claim Form's horizontal scroll bar towards the bottom of the window. Then use this to scroll to the right to view all available information.

Fig.3.2

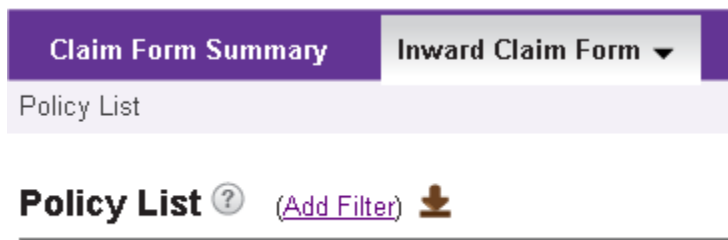


3.2. Using filters on the list screens and downloading the results

The Claims, Policies, Insured, Ledger and IBNR list screens all give the option of applying up to three filters at one time, e.g. to find policies written in a particular decade with US Dollars as the currency and a book name of OIC General.

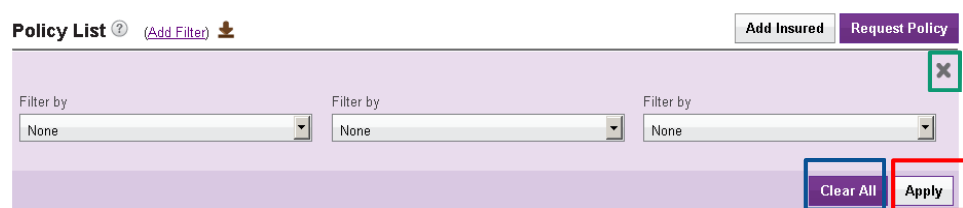
To apply a filter, click the 'Add Filter' hyperlink to the right of the list title, see Fig.3.3.

Fig.3.3



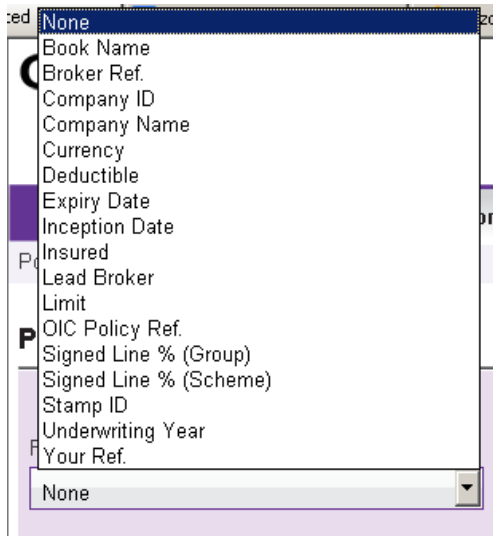
This will open the filter section of the list screen as per Fig.3.4.

Fig.3.4



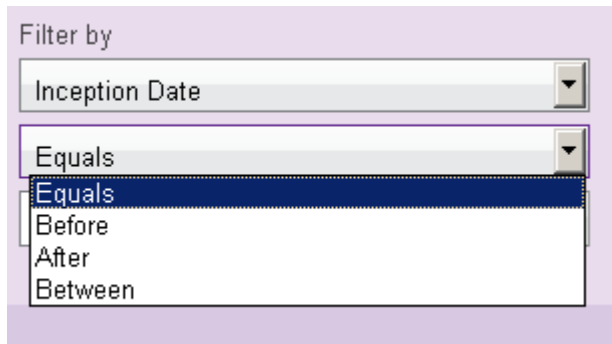
Each of the 'Filter by' drop-down menus will list data that can be filtered. This will differ according to which list screen is chosen, but an example of the list for policy data is given in Fig.3.5.

Fig.3.5



Select the appropriate option. This will activate a second drop down menu providing parameters see Fig. 3.6.

Fig.3.6.



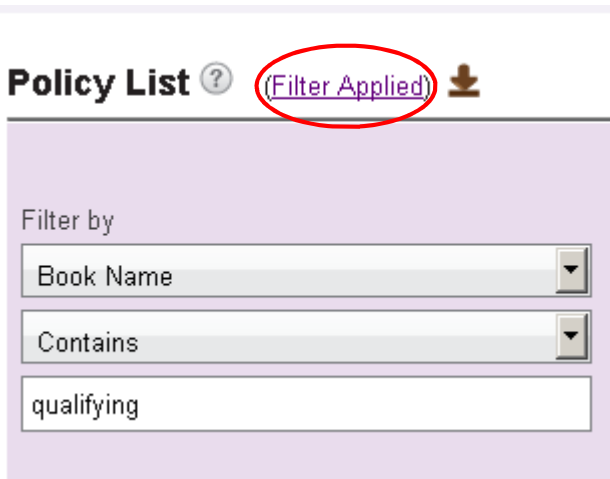
Parameter options will adapt depending on the data type of the previous choice to either number, date or text parameters.

Two further filters can be applied in the same way.

Once filtering choices are complete, click 'Apply', see Fig.3.4, to return a list of data that fits the chosen criteria. Change the filtering options and re-click 'Apply' at any point to update the filters applied. To see the full, unfiltered list again, click 'Clear All', see Fig.3.4.

Whenever the list is filtered, the text next to the name of the list screen will change to 'Filter Applied' as outlined in red in Fig.3.7.

Fig.3.7



To hide the filter options section, click on the grey cross in the top right, see Fig.3.4. **Please note that this will NOT remove any filters that have been applied.** If a filter is in place then the text 'Filter Applied' will appear next to the name of the list screen as outlined in Fig.3.7.

To download filtered data from the list screen, click the brown downward arrow to the right of the filter text, see Fig.3.8. This will create a .csv (comma separated values) file which can be saved and then converted into a spreadsheet programme, e.g. Excel.

Fig.3.8



List screen data can be sorted by clicking on the column header, see Fig.3.9. Clicking once will apply a filter from smallest to largest for numbers, A to Z for text and oldest to newest for dates. This is denoted by an upward grey triangle to the right of the sorted column, see Fig.3.9.

Fig.3.9



Clicking on the same column heading a second time will reverse the sort order, i.e. largest to smallest for numbers, Z to A for text and newest to oldest for dates, at which point the arrow will reverse to point downwards.

To clear the sort selection, navigate away from the list screen and back to it again. Only one sort selection can be applied at a time.

4. *Logging into the Website*

4.1. *Pre login screen*

When accessing the Website for the first time, Cookie Information will be displayed. This provides information about the use of cookies, and needs to be accepted in order to use the Website effectively. The Terms and Conditions will also be displayed, which should be read, and need to be 'accepted'.

The Website has a range of options to view information as follows:-

4.1.1. *'US Chapter 15 Court Hearing Documents'*

All documents submitted to the US Court for the Chapter 15 hearing.

4.1.2. *'Court Sanction Hearing Documents'*

All documents submitted to the UK Court for the Sanction hearing.

4.1.3. *'Scheme Documents'*

PDF versions of the original and Amending Scheme documents are to be found here. To download either of these, click on the brown downward pointing arrow to the right of the document.

4.1.4. *'Other Documents'*

PDF versions of various press releases, market letters and annual accounts are to be found here. To download any of these, click on the brown downward pointing arrow to the right of the document.

4.1.5. *'FAQs'*

Provides answers to a list of common questions.

4.1.6. *'Contact Us'*

Provides contact information for both the Run-off Company and the Scheme Administrators. This information is also provided in section 18.

4.2. *Logging in and out of the Website*

You will receive your login details by post. Adding the Website address <http://www.oicrun-offltd.co.uk> to your browser favourites list will enable easy access to the Login screen.

To access the Website, enter the user name as per the Login Schedule (appended to the Amending Scheme Effective letter or otherwise provided by the Run-off Company).

This will then set up permanent e-mail and password details as part of the activation process. To access the Website after this, enter the user name as per the Login Schedule and the e-mail address and new password chosen during the activation process, as shown in Fig.4.1.

Each login will trigger the pop up box as show in Fig.4.2. This is a summary of the steps in section 2 above that outline the most effective approach to reviewing and completing the Claim Form. To prevent this summary appearing at each login, select the box marked 'Do not show again'. To print it, click the button marked 'Print'.

Fig.4.1

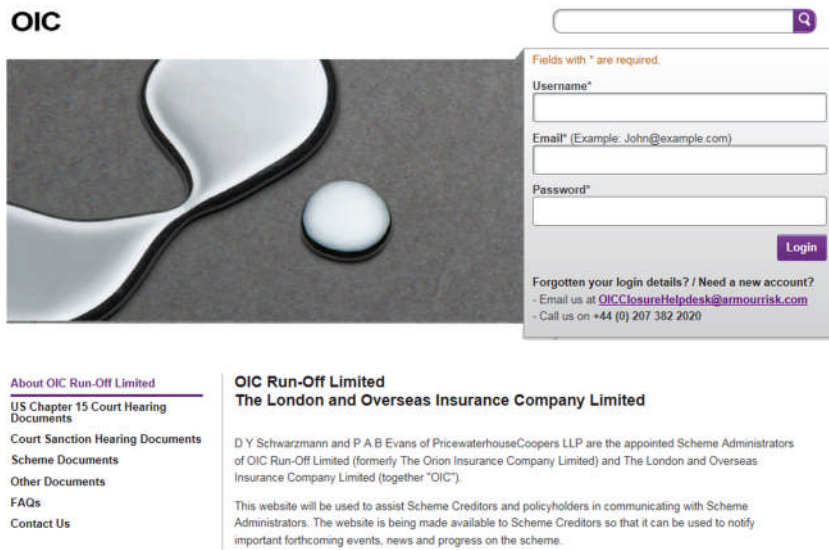
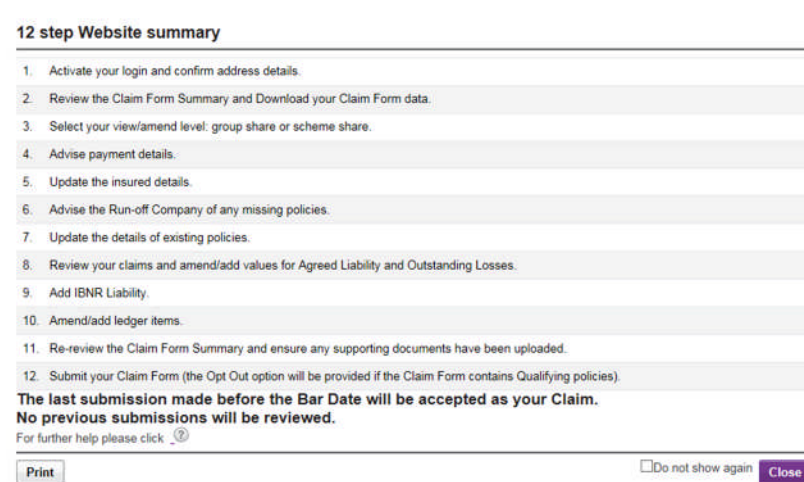


Fig.4.2



Always use the ‘Logout’ hyperlink to the right of the User Name to leave the Website. Do not close by shutting down the browser or any other means. If the Website is closed without logging out there is a 30 minute delay before the system resets. The time remaining will be displayed on the login screen.

If the Website is idle for 30 minutes it automatically logs out but the last screen will remain displayed. The next action such as picking a menu choice redirects to the Login screen which will display a timeout message and the login process may be carried out without delay.

4.3. Password reset and other technical issues

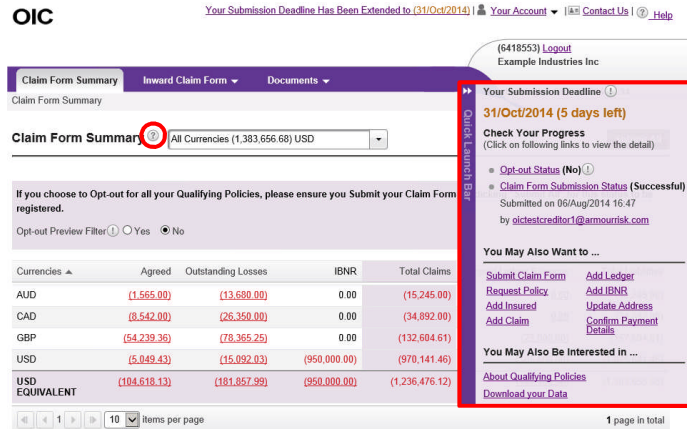
Once login details have been captured, failure to enter these details correctly three times will lock the Claim Form for security reasons. It will be inaccessible even if the correct details are subsequently entered. Please contact the OIC Help Desk who will re-set the password. This will trigger an e-mail with an activation link and use this in the same way as during initial login to enter a new password.

For any other technical issues with the Website, please contact the OIC Help Desk (see section 18).

5. The quick launch bar

The quick launch bar is on the right hand side of the Claim Form summary as outlined in red in Fig.5.1.

Fig.5.1



This provides useful information as follows.

| | |
|-------------------------------------|---|
| Your submission deadline | All Claim Forms must be submitted by this date, being the Bar Date (see Fig.5.1). Once the Bar Date has passed, this will be greyed out showing that the Claim Form is now read only. If a Deadline Extension (see section 17) is granted the new date will be stated here instead of the Scheme Bar Date. This information is also permanently displayed at the top of the screen (see section 3.1). |
| Opt Out status | This indicates the Opt Out decision taken on the most recent submission (see section 16). Once the Scheme submission deadline has passed the decision is final, there will be no further opportunity to Opt Out. |
| Claim form submission status | No other information will be shown in this field until the Claim Form is submitted. For one or more submissions, this will show the date and time the most recent submission was made together with the e-mail address of the person who made (see Fig.5.1). |
| Hyperlinks | The rest of the quick launch bar consists of hyperlinks, see Fig.5.1. Click on any of these to go directly to the function described. |

To hide the quick launch bar, simply click on the two white arrows circled in red in Fig.5.2. To display it again, click the two white arrows above the words 'Quick Launch Bar' as circled red in Fig.5.3.

Fig.5.2

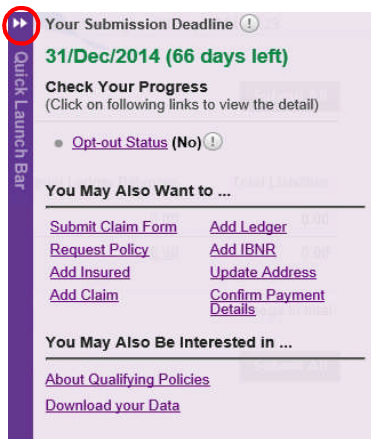
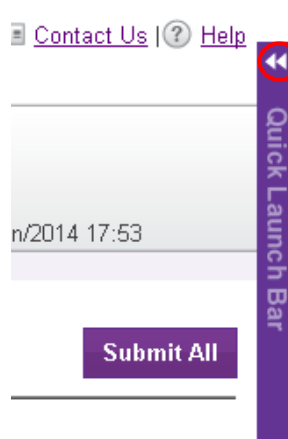


Fig.5.3



6. Understanding the Claim Form summary

The Claim Form summary is shown in Fig.6.1

Fig.6.1

Claim Form Summary

Claim Form Summary ? All Currencies (1,235,276.12) USD Submit All

If you choose to Opt-out for all your Qualifying Policies, please ensure you Submit your Claim Form by clicking "Submit All" for this status to be registered.

Opt-out Preview Filter Yes No

| Currencies ▲ | Agreed | Outstanding Losses | IBNR | Total Claims | Unpaid Ledger Balances | Total Liabilities |
|-----------------------|---------------------|---------------------|---------------------|-----------------------|------------------------|-----------------------|
| AUD | (1,565.00) | (13,680.00) | 0.00 | (15,245.00) | 0.00 | (15,245.00) |
| CAD | (8,542.00) | (26,350.00) | 0.00 | (34,892.00) | 0.00 | (34,892.00) |
| GBP | (54,239.36) | (78,365.25) | 0.00 | (132,604.61) | 0.00 | (132,604.61) |
| USD | (4,549.43) | (14,392.03) | (950,000.00) | (968,941.46) | 0.00 | (968,941.46) |
| USD EQUIVALENT | (104,118.13) | (181,157.99) | (950,000.00) | (1,235,276.12) | 0.00 | (1,235,276.12) |

10 items per page 1 page in total

Submit All

6.1. What the Claim Form summary shows

The Claim Form summary gives the totals for all of the Creditor's Agreed claims, as well as any Unpaid Ledger Balances (non-insurance related amounts e.g. Expert Fees) that have been provided by OIC for review. The Claim Form summary will update as any claims for Outstanding Losses and IBNR are input by the user on the Claim Form.

Totals are displayed for each original currency and the US Dollar Equivalent total for all currencies is displayed at the bottom. IBNR can only be entered on the Claim Form in US Dollars, so will only show against US Dollars and US Dollars Equivalent as outlined in green in Fig.6.1 above. For further information about updating: (1) Agreed claims and Outstanding Losses (see section 13); (2) IBNR (see section 14); and (3) Unpaid Ledger Balances (see section 15).

NB: Please note that the Claim Form summary will always show the Scheme share values, being the creditor's share of a claim, irrespective of whether Scheme share or group share is chosen in the 'Scheme Creditor Options Settings' (see section 9).

Filter the Claim Form summary values by a specific Currency by using the drop-down box to the right of the 'Claim Form Summary' (outlined in red on Fig.6.1). The US Dollar Equivalent amount will adjust to display the equivalent value for the filter applied. To remove the filter, choose 'All Currencies' from the drop-down list.

The Claim Form summary will update to the last saved point including changes to any Agreed claims, Outstanding Losses, IBNR or Unpaid Ledger Balances that have been added or amended and saved. Submission of the Claim Form is not required to display the changes on the Claim Form summary, with the exception of a change to the Opt-Out status, per section 6.2.

6.2. *Opt Out preview*

Where Qualifying policies are included in the Claim Form, an Opt Out preview filter (outlined in blue on Fig.6.1) will appear. This will default to whatever the Opt Out status was on the latest submission. If no submissions have been made, it will default to 'No' (see Fig.6.1).

Opt Out is only applicable to Qualifying policies. For further information select the 'About Qualifying Policies' hyperlink from the Quick Launch Bar and/or review the Amending Scheme document. All Qualifying policies will have the book name 'OIC Qualifying Scheme'. Policies that do not meet these criteria are considered 'General' policies but can have a variety of book names. See Appendix 1 to learn more about book names.

Choosing 'Yes' on the Opt Out preview filter will mean only the values of claims against non-Qualifying or General policies will appear on the Claim Form summary.

Please note that applying this filter DOES NOT constitute an advice to the Scheme Administrators of the decision to Opt Out. The two stage Opt Out process is as follows.

- Submit the Claim Form, having selected the Opt Out status as part of the submission process (see section 16).
- To Opt Out (i.e. Opt Out status of 'Yes'), written notice must be given prior to the Bar Date as stated in the Amending Scheme. Download and complete the 'Opt Out Form' provided in the 'Documents' tab on the Claim Form (see section 7).

6.3. *Navigating the Claim Form from the Claim Form summary*

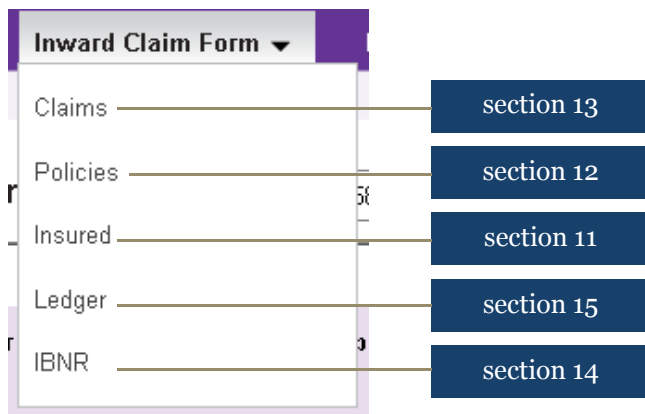
Where a value is a hyperlink in the values section, clicking on it navigates to the appropriate list screen pre-filtered for the chosen currency.

- Both 'Agreed' and 'Outstanding Losses' will navigate to the claims list (section 13)
- 'IBNR' will navigate to the IBNR entry screen (section 14)
- 'Unpaid Ledger Balances' will navigate to the ledger list (section 15)

There are three tabs (outlined in orange on Fig.6.1):

- 'Claim Form Summary' will return to the Claim Form summary
- 'Inward Claim Form' accesses the different elements of the Claim Form.

Fig.6.2



- 'Documents' allows various Claim Form data to be downloaded i.e. the list of relevant policies. Documentation to back up your claim can also be uploaded, and a list of documents you have previously uploaded can be viewed (see section 7).

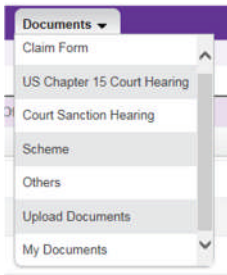
6.4. *Downloading the Claim Form summary*

To download the Claim Form summary data see section 7 for instructions. Please note that this download will take account of the most recently submitted Opt Out status and remove all values against Qualifying policies if this decision is 'Yes'.

7. Downloading the claim form data from the documents menu

Electronic downloads of the Claim Form and additional documents are available from the 'Documents' menu (Fig.7.1).

Fig.7.1

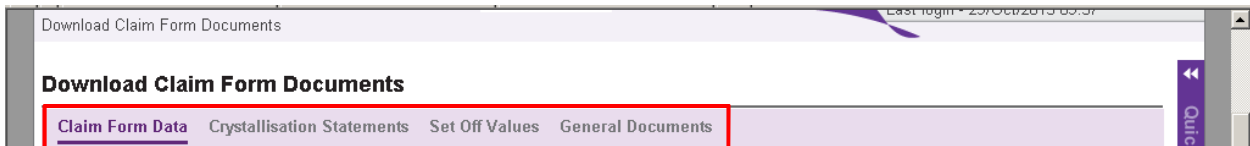


Each menu option is covered in more detail below.

7.1. Claim Form

Choosing the 'Claim Form' option will provide access to four different areas of data (outlined in Fig.7.2). Each contains relevant documents.

Fig.7.2



7.1.1. 'Claim Form Data'

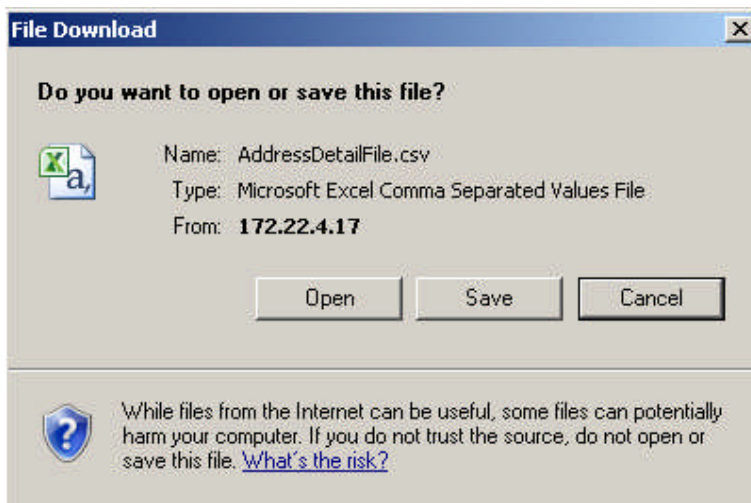
This screen contains a list of different Claim Form data to download and view and/or save (see Fig.7.3).

Fig.7.3

| Document Name | Updated Date |
|---------------------------------|--------------|
| Address Detail File | 30/Oct/2013 |
| Insured Settlements File | 30/Oct/2013 |
| Inwards Claim File | 30/Oct/2013 |
| Inwards Claim Form Summary File | 30/Oct/2013 |
| Inwards Policy File | 30/Oct/2013 |
| Ledger Transaction File | 30/Oct/2013 |
| Submissions File | 30/Oct/2013 |

To download, click on the downward brown arrow to the right (see Fig.7.3). This will open a dialog box (see Fig.7.4).

Fig.7.4



Open the file in order to view the data on screen in 'csv' format. To retain the data, save it in a relevant spreadsheet format rather than 'csv', as the latter has only limited formatting options.

The table in Fig.7.5 summarises what each of the files listed in Fig.7.3 contains.

Fig.7.5

| Filename | Contents |
|---|---|
| Address Detail File | The address details linked to your account. See section 8 to amend these. |
| Insured Settlements File | This will display any Market Settlements the user enters against insureds (see section 11). |
| Inwards Claim File | This will display a list of all Agreed claims that were pre-loaded to the Claim Form, updated by any user amendments and any Outstanding Losses and/or any new claims added (see section 13). |
| Inwards Claim Form and Inwards Claim Form Summary File | This will display the values in the Claim Form summary, including any added IBNR values, and will reflect the on-screen Claim Form summary (see section 6). The Opt Out status determines whether Qualifying Data is displayed on this file. It is the only download that will remove Qualifying Data if the Opt Out status is 'Yes'. |
| Inwards Policy File | This will display a list of all policies loaded to the Claim Form, either as initially captured or amended via a request to the Run-off Company (see section 12). |
| Ledger Transaction File | This will display a list of all ledger transactions which were loaded to the Claim Form plus any new ones entered by the user (see section 15). |
| Submissions File | This will display a list of all submissions made including the date, the submission user name and the Opt Out status (see section 16) |

All these files reflect user changes to data on the Website. If the Opt Out status is 'Yes' the only file where Qualifying data will be removed is the 'Inwards Claim Form Summary File'. To create a download which removes Qualifying data, use the appropriate list screen, apply filters and then download (section 3.2). Alternatively, apply filters to the downloaded spreadsheet to remove all data related to policies with a book name of 'OIC Qualifying Scheme'. For details on book names, see Appendix 1.

7.1.2. 'Crystallisation Statements'

Fig.7.6 shows the data that will become available under crystallisation statements.

Fig.7.6

| Document Name | Updated Date |
|---------------------------|--------------|
| Gross Statement | 20/Sep/2013 |
| Net Summary | 20/Sep/2013 |
| Principal Payment Summary | 23/Sep/2013 |

Initially there will be no documents on this screen. After the Bar Date, and once the Claim Form has been agreed and processed, the relevant Crystallisation Statements will be shown (Fig.7.6).

- The 'Gross Statement' shows claim values owed by the Companies (termed 'Inwards' on the statement) split by General and Qualifying claims.
- The inwards premiums and outwards statement shows any remaining premiums owed as well as any monies owed to the Companies (termed 'Outwards' on the statement). This statement will only be provided if inward premiums or outward balances are owed.
- The net summary summarises the values in the two statements above in US Dollars Equivalent and reduces the inwards figures by the outwards figures to reach a net total of the monies owed. The total is gross of any previous dividend payments.
- The principal payment summary summarises all these values as well as any dividend payments to date and therefore displays the total monies owed, net of any dividend payments. If relevant, amounts for Letters of Credit and/or Treaty Reserves will also be included. This result is the amount due.

7.1.3. 'Set Off Values – subject to amendment'

This contains a file called 'Loss Report – subject to amendment, including paid claims and crystallised outstandings and IBNR' which provides details of possible Liabilities owed to the Companies. This is a static file and is for information only. It remains subject to amendment, in particular for crystallised outstandings and IBNR. In addition agreed claims may include transactions that have already been paid to the Companies (either in cash or by set-off).

7.1.4. 'General Documents'

This contains any other documents, e.g. the Opt Out Form (see sections 6.2 and 16).

7.2. US Chapter 15 Court Hearing

All documents submitted to the US Courts for the Chapter 15 hearing.

7.3. Court Sanction Hearing

All documents submitted to the UK Courts for the Sanction hearing.

7.4. Scheme

This contains the original and the Amending Scheme documents.

7.5. Others

This contains press releases, market letters and annual accounts.

7.6. Upload documents

Supporting documents for the claim can be uploaded here (see section 13.6).

7.7. *My documents*

All documents uploaded by the user will be shown here (see section13.6)

8. *Entering and updating contact and address details*

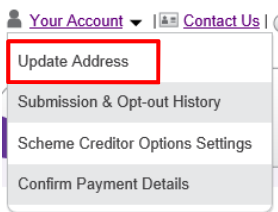
8.1. *Advising a change of e-mail address*

Contact the OIC Help Desk to update the Website with a new e-mail address (see section 3.1 or see section 18).

8.2. *Updating contact and address details*

To review or amend address details, use the ‘Your Account’ menu in the top right hand area of the screen (see Fig.8.1). This option will always be available unless the user opens a screen for viewing or editing, such as Policy details.

Fig.8.1



Click the ‘Update Address’ option outlined in red and a form is displayed showing the current address details. Amend as required, (fields marked with an asterisk are mandatory). Click ‘Save’ to save the changes. You will receive an e-mail confirming the changes made.

Please note that the postal address input by the Creditor during the initial login will be the Primary Address and will be used for all correspondence.

9. *Should I use ‘Scheme Share’ or ‘Group Share’ for claims data entry?*

Claim values can be entered at either ‘Group Share’ or ‘Scheme Share’ level (but both levels will usually be displayed, see section 13). An explanation of the difference between group share and Scheme share is provided below.

The Companies wrote business on a wide range of ‘stamps’, some of which included a number of other participating companies. The percentages for each stamp would always total 100%. The stamps were used to underwrite risks where the stamp would take a percentage of the overall risk. More than one stamp could be put down against a risk and each stamp would take its own percentage of the risk. Where a company was included on more than one stamp, its share of each stamp would be totalled to agree to the signed line on the risk. In this case, the term risk is interchangeable with the term policy.

When the Companies entered provisional liquidation, the other participating companies on the stamps were not included; therefore the Companies’ proportion of a stamp forms the ‘Scheme Share’. The total stamp including the other participating companies forms the ‘Group Share’. Where more than one stamp was put down, the Group Share will be the total of the percentage of the risk taken by each stamp.

Group Signed Line is the total signed line percentage the participating companies took of the risk across all the stamps put down of which the Companies were involved.

Scheme Signed Line is the percentage of the total signed line taken by OIC and L&O across all the stamps put down.

Examples can be seen in Fig.9.1a and Fig.9.1b. The company is the Creditor name (per the user’s login), and the OIC Policy Ref is the internal policy reference that OIC holds on its systems. Below these are the details of the stamp(s) put down on this policy/risk by the participating companies.

Fig.9.1a

| Company: Creditor 1 | | |
|---|--------------------------|--------------------|
| OIC Policy Ref: AAV001122345 | | |
| Stamp ID | Stamp Description | Signed Line |
| ABC | Example Stamp 1 | 5.32% |
| Participating Company Names on Stamp ABC | | Percentage |
| OIC Run-off Ltd | | 90% |
| XYZ Company | | 10% |

In the example above where only one stamp was put down on the risk:-

Stamp ID: ABC/Stamp Description: Example Stamp 1/5.32% Signed Line

OIC took 90% and XYZ Company took 10%.

OIC is in a Scheme, XYZ Company is not.

The stamp took 5.32% of the risk.

Group Share is 5.32% (the total stamp).

Scheme Share is 4.788% (OIC’s 90% of the 5.32% stamp).

Fig.9.1b

| Company: Creditor 2 | | |
|-------------------------------------|---|--------------------|
| OIC Policy Ref: AAV003344567 | | |
| Stamp ID | Stamp Description | Signed Line |
| 123 | Example Stamp 2 | 0.616% |
| | Participating Company Names on Stamp 123 | Percentage |
| | Company A | 24% |
| | Company B | 9% |
| | OIC Run-off Ltd | 25% |
| | Company C | 42% |
| Stamp ID | Stamp Description | Signed Line |
| 456 | Example Stamp 3 | 1.232% |
| | Participating Company Names on Stamp 456 | Percentage |
| | OIC Run-off Ltd | 100% |

In the example above, two stamps were put down.

- Stamp ID: 123/Stamp Description: Example Stamp 2/0.616% Signed Line.
 - OIC took 25% of the stamp and all other participating companies are outside of the Scheme.
 - 25% of 0.616 = 0.154% i.e. the Scheme share for this stamp.
- Stamp ID: 456/Stamp Description: Example Stamp 3/1.232% Signed Line.
 - OIC took 100% of the stamp.
 - 100% of 1.232% = 1.232% i.e. the Scheme share for this stamp (but also functions as the group share).

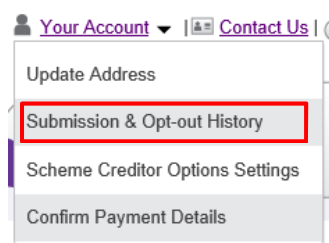
The total of the signed line percentages for both stamps is 1.848%, which is the group share.

The total of OIC's signed line % for both stamps is 0.154% + 1.232% = 1.386%, which is the scheme share.

9.1. Global setting

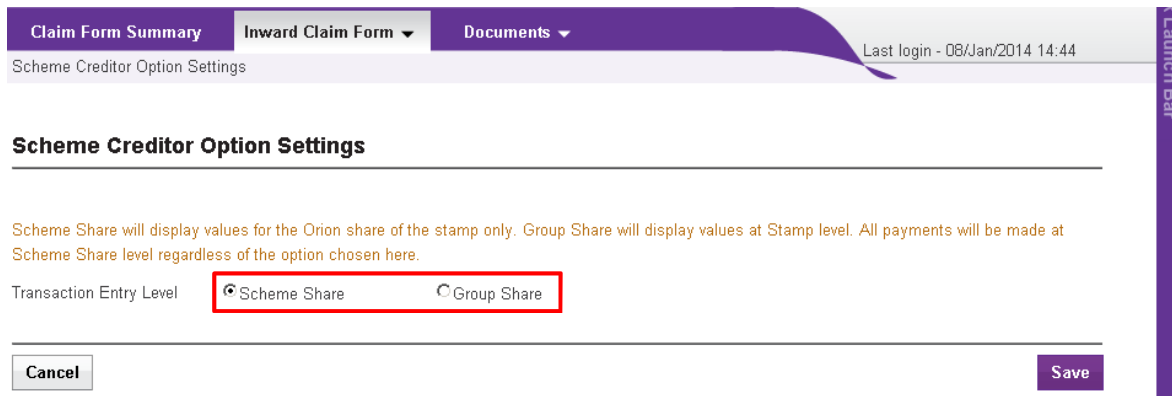
The Claim Form default is to provide data at Scheme share level. This can be changed to group share level. Using the 'Your Account' menu, select 'Scheme Creditor Options Settings' (see Fig.9.2).

Fig.9.2



When selecting this option, the screen below will be displayed (see Fig.9.3). To select the transaction entry level required click on the circle next to the option (see Fig.9.3) then 'Save'.

Fig.9.3



This will set the level at which claims will be added or amended throughout the Claim Form. The alternative option will be displayed but greyed out. For further information on amending and adding claims, see section 13.

9.2. Policy specific setting

The level to enter data may also be set for specific policies, e.g. if the majority of the Creditors data is at Scheme level apart from one policy, select and edit the relevant policy (see section 12.3.2). The Edit Policy form contains an option 'Policy Transaction Entry Level' with a drop-down menu as per Fig.9.4.

Fig.9.4



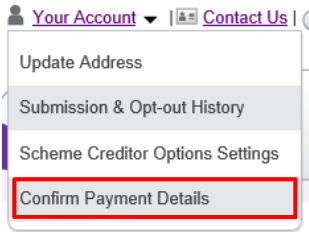
Unless previously amended, the default will be 'Please Select' as shown above. This means that the global setting, i.e. the Scheme share level, will apply. The selection will be retained on this form.

To amend, select the required option from the list, then save the policy to override the global setting. To revert to the global setting covered in section 9.1, select 'None' or 'Scheme Share'.

10. Confirming payment details

To advise the Run-off Company of your bank details, select 'Confirm Payment Details' from the 'Your Account' menu (see Fig.10.1). There is also a hyperlink to 'Confirm Payment Details' from the Quick Launch Bar (see section 5).

Fig.10.1



The user is responsible for entering accurate payment details. Ahead of payment being made, the Run-off Company will request Creditors to re-confirm their details.

There are two methods of receiving funds, electronic payment or cheque.

Start by selecting the required payment method, then the currency in which you wish be paid (see Fig.10.2).

Fig.10.2

10.1. Payment options

10.1.1. Electronic Payment

The electronic payment form is tailored to provide relevant fields for the selected currency.

The form provides for two scenarios:

- Where an intermediary institution is required to clear the funds into the Creditor's bank account.
- Where the selected currency is one that the Creditor's bank can clear as local currency.

Electronic Payment GBP

Fig.10.3 shows the details for GBP payments.

Fig.10.3

Please complete your bank details.

The two fields below are only required if using an intermediary to clear GBP funds:

Intermediary Sort Code: Enter the UK bank sort code of the intermediary.

Intermediary Institution SWIFT BIC Code: Enter the SWIFT BIC code of the intermediary.

If no intermediary institution is required, please complete all details following these fields.

For further detail of the content required in each field, hold your mouse over the '?' (see Fig 10.3).

Please note that the 'Reference' field is available for you to enter a reference which will assist recognition of the payment.

Then select 'Save' (see Fig 10.3).

Each time payment details are saved a confirmation e-mail will be sent.

There is also an option to print a copy of the bank details provided (see Fig 10.3).

Electronic Payment USD

Fig.10.4 shows the details for USD payments.

Fig.10.4

Claim Form Summary | Inward Claim Form | Documents

(6300674) Logout
Example Industries Inc.
Last login - 08/Oct/2015 16:12

Confirm Payment Details

Please select your payment option:

Please select the currency you wish to use for your payment instruction:

Payee Name

Payee Address

Payee Country

Payee Email Address

Beneficiary Full Name

Beneficiary Fedwire/ABA

Beneficiary IBAN/Account Number

Beneficiary SWIFT BIC Code

Beneficiary Bank Name

Beneficiary Bank Address

Quick Launch Bar

Please complete your bank details.

The two fields below are only required if using an intermediary to clear USD funds:

Intermediary Fedwire/ABA: Enter the 9 digit ABA of the intermediary.

Intermediary Institution SWIFT BIC Code: Enter the SWIFT BIC code of the intermediary.

If no intermediary institution is required, please complete all details following these fields.

For further detail of the content required in each field, hold your mouse over the ‘?’ (see Fig 10.4)

Please note that the ‘Reference’ field is available for you to enter a reference which will assist recognition of the payment.

Then select ‘Save’ (see Fig 10.4).

Each time payment details are saved a confirmation e-mail will be sent.

There is also an option to print a copy of the bank details provided (see Fig 10.4).

Electronic Payment Other Currencies

Fig.10.5 shows the details for other payments.

Fig.10.5

Claim Form Summary Inward Claim Form Documents

(6300674) Logout
Example Industries Inc.
Last login - 08/Oct/2015 16:12

Confirm Payment Details

Please select your payment option: Electronic payment ?

Please select the currency you wish to use for your payment instruction: EUR - EURO ?

Payee Name ?

Payee Address ?

Payee Country Please Select... ?

Payee Email Address ?

Beneficiary Full Name ?

Beneficiary IBAN/Account Number ?

Beneficiary SWIFT BIC Code ?

Beneficiary Bank Name ?

Beneficiary Bank Address ?

Quick Launch Bar

Please complete your bank details.

The two fields below are only required if using an intermediary to clear the selected currency funds:

Intermediary Institution SWIFT BIC Code

Account with institution's account with intermediary.

If no intermediary institution is required, please leave these fields blank, but complete all other details.

For further detail of the content required in each field, hold your mouse over the '?' (see Fig 10.5)

Please note that the 'Reference' field is available for you to enter a reference which will assist recognition of the payment.

Then select 'Save' (see Fig 10.5).

Each time payment details are saved a confirmation e-mail will be sent.

There is also an option to print a copy of the bank details provided (see Fig 10.5).

10.1.2. Cheque (all currencies)

The following fields are mandatory (see Fig10.6).

Payee Name: The Creditor's account name

Payee Address: Creditor's address

Payee Country: [select from the list]

Please note that the 'Reference' field is available for you to enter a reference which will assist recognition of the payment.

Then select 'Save' (see Fig 10.6).

Each time payment details are saved a confirmation e-mail will be sent.

There is also an option to print a copy of the cheque payment details provided (see Fig 10.6).

Fig.10.6

The screenshot shows a web application interface for confirming payment details. At the top, there is a navigation bar with tabs for 'Claim Form Summary', 'Inward Claim Form', and 'Documents'. A user profile box in the top right corner displays '(6300674) Logout', 'Example Industries Inc.', and 'Last login - 08/Oct/2015 16:12'. The main form area is titled 'Confirm Payment Details' and contains the following fields:

- 'Please select your payment option:' with a dropdown menu set to 'Cheque'.
- 'Please select the currency you wish to use for your payment instruction:' with a dropdown menu set to 'EUR - EURO'.
- 'Payee Name' with a single-line text input field.
- 'Payee Address' with a multi-line text input field.
- 'Payee Country' with a dropdown menu set to 'Please Select...'.
- 'Payee Email Address' with a single-line text input field.
- 'Reference' with a multi-line text input field.

At the bottom of the form, there are three buttons: 'Save', 'Clear', and 'Print'. A vertical 'Quick Launch Bar' is visible on the right side of the page.

11. Adding and amending insured details

There may be more than one 'Insured' on the Claim Form. This is the original insured name held on the policies. Each policy will have only one insured as the 'Insured Name'.

It is possible to change which insured name is held against a policy (see section 12.3.2). However, if the names are incorrectly spelled or missing from the 'Insured Name' drop down list on the Policy Details screen, follow the instructions below to correct this.

Access the list of insureds by selecting 'Insured' from the 'Inward Claim Form' menu as outlined on Fig.11.1.

Fig.11.1

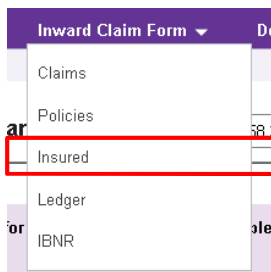
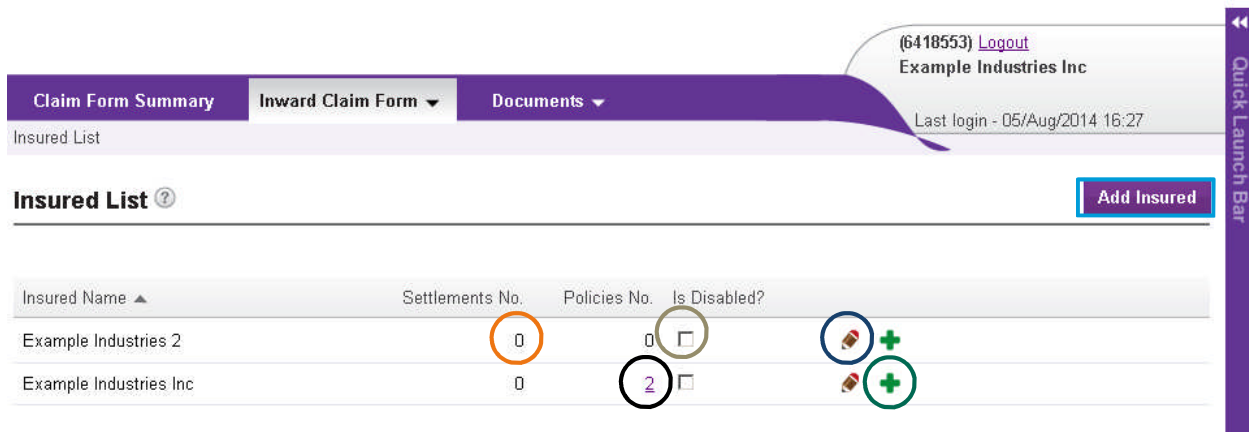


Fig.11.2



11.1. Adding a new insured

To add a new insured name, click on the 'Add Insured' box at the top right of the screen as outlined in red on Fig.11.2, enter the new insured name, then 'Save and Confirm'. The newly added name will be displayed in the list shown in Fig.11.2. This functionality is also available from the policy list as per section 12.1.

11.2. Editing an existing insured

To edit an existing insured, click the 'pencil' icon to the right of the relevant insured name as outlined in blue on Fig.11.2, amend the relevant details, then 'Save'. When an insured name is amended, it will update on all policies associated with it.

11.3. Adding settlement information

No settlement information is provided on the Claim Form. To update the Website for the proportion of any relevant market settlements for specific insureds, click the green cross to the right of the relevant insured as outlined in green on Fig.11.2. Add the required detail, then 'Save and Confirm'. A purple underlined reference number appears in the 'Settlements' column to the right of the insured name as outlined in orange on Fig.11.2. Clicking this will display the list of Settlements entered for that insured (see Fig.11.3).

Fig.11.3

The screenshot shows a web interface for managing settlements. At the top, there are navigation tabs: 'Claim Form Summary', 'Inward Claim Form', and 'Documents'. Below these is a breadcrumb trail: 'Insured List > Add Settlement > Settlement List'. On the right, it says 'Last login - 05/Aug/2014 16:27'. The main heading is 'Settlement List' with an 'Add Settlement' button on the right. Below the heading is a table with the following data:

| ID ▲ | Market Settlement Date | Settlement Type | Settlement Amount |
|------|------------------------|---------------------------------------|-------------------|
| 4 | 03/Aug/2004 | Pollution All Sites Known and Unknown | (250,000.00) |

11.4. Checking policies for an insured

Check which policies an insured is on by clicking the purple underlined reference number in the 'Policies No.' column to the right of the Insured Name as outlined in black on Fig.11.2. This will display the policy list, filtered for the chosen insured. See section 12 for further details.

11.5. Disabling an insured

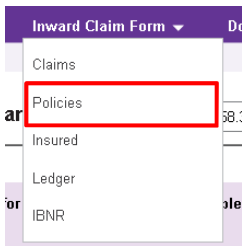
Disabling an insured will remove the Insured name from the drop-down list on the Policy Details screen (see section 12.3). To disable an insured tick the box 'Is Disabled?' column to the right of the Insured name as outlined in grey on Fig 11.2.

12. Adding and amending policies

12.1. The policy list screen

The 'Policies' option is located on the 'Inward Claim Form' menu (see Fig.12.1).

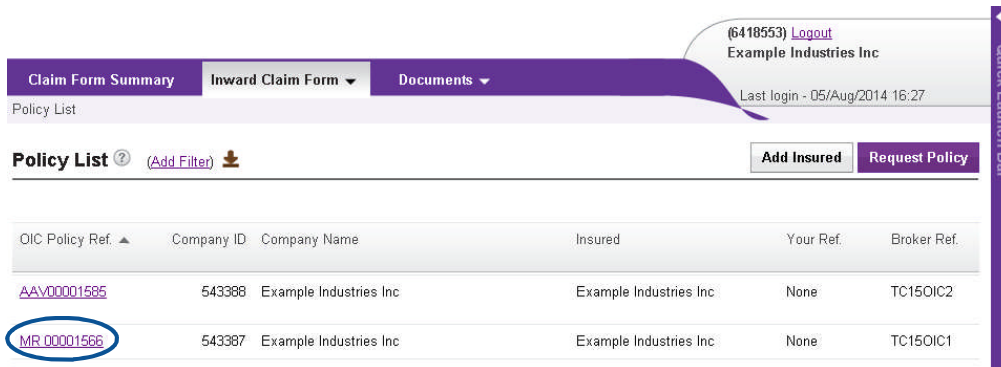
Fig.12.1



This provides access to view policy details and make certain amendments. There is also the option to advise the Run-off Company that policies are missing from the list, or that details require amending. The user cannot add a new policy or amend certain details, e.g. the signed line.

Selecting 'Policies' will display the policy list screen (see Fig.12.2). Up to three filters may be used to find specific policies. See section 3.2 for information on how to use filters. Please refer to Appendix 1 prior to viewing the policies. To add a new insured, click on the 'Add Insured' button in the top right section of the list. See section 11.1 for information on adding and amending insureds.

Fig.12.2



It is strongly recommended that the policies listed are verified by the user before viewing, adding or amending any claims.

- If there are missing policies, see section 12.2 to find out how to add a new policy to the Claim Form.
- If any of the details are incorrect refer to section 12.3 to see whether they are details that only the Run-off Company is able to update.
 - If yes (i.e. only the Run-off Company is able to update the policy), do not add or amend claims against these policies as any such changes will be lost when the policy is removed, updated and reloaded to the Claim Form (see section 12.3.1).
 - If no (i.e. the user can update the policy), follow the instructions in section 12.3.2 to amend and save the updated details.

Please note that if the most recent submission had an Opt Out status of 'Yes', policies with a book name of 'OIC Qualifying' will not be displayed on this list and will not be included in any information downloaded from this screen. To view these without making a further submission, download the inward policy file from the Claim Form Documents (see section 7.1.1). Fig.12.3 shows details of your policy.

Fig.12.3

View Policy Detail
Add Claim

| | | | |
|-------------------|--|-------------------------|-----------------------|
| Company ID | 543388 | OIC Policy Ref. | AAV00001585 |
| Company Name | Example Industries Inc | LPC Policy Ref. | UNKNOWN |
| Underwriting Year | 1985 | Book Name | OIC QUALIFYING SCHEME |
| Currency | USD - UNITED STATES-DOLLAR | Transaction Entry Level | None |
| Class | FACULTATIVE | Signed Line % (Scheme) | 7.7800000 |
| Stamp | view stamp | Signed Line % (Group) | 7.7800000 |

Broker Ref.

Your Ref.

Insured Name

Lead Broker

Inception Date

Expiry Date

Policy Type

Policy Transaction Entry Level

Market Policy Ref.

Limit USD

Deductible USD

Order %

Signed Line Disputed 7.7800000% (signed line) Agreed Disputed

Costs Inclusive Yes No

Number of Reinstatements (99 = Unlimited)

Self Insured Retention and / or Primary Coverage USD

Combined Limits for BI & PD *

Per Occurrence Basis *

Assigned

I do **NOT** recognise this policy

Cancel
Edit

Field names listed in the order the fields are displayed on the Policy Details screen (see Fig.12.3).

| Field name | Description |
|--------------------------------|---|
| Company ID | The reference number held on OIC's systems for the company name. |
| Company Name | The name of the company insured or reinsured by the policy. If it is incorrect please contact the Run-off Company. |
| Underwriting Year | The Companies' underwriting year. If it is incorrect please contact the Run-off Company. |
| Currency | The currency in which the policy limits are stated. All original currency limits and deductibles have been converted to US dollars. |
| Class | The class of business for the policy. |
| Stamp | This shows the different participation on the Policy Stamp by each of the participating Companies. See section 9 for an explanation of Stamps. Stamp details can be viewed on the Policy list screen by clicking 'View Stamp' in the column headed 'Stamp'. Stamp details can also be viewed on the policy details screen by clicking 'view stamp' in the purple box at the top of the screen. To hide again, click 'Hide Stamp'. See section 12.3 for more information on accessing the policy details screen. |
| Stamp ID(s) | The OIC reference for the stamp. |
| OIC Policy Reference | The internal reference number for the policy used by the Companies. |
| LPC Policy reference | London Processing Centre policy reference. |
| Book Name | Can be one of the following:- OIC General Scheme L&O 1968 & Prior L&O 1968 & Prior Constructed OIC/HUG Pool OIC Qualifying Scheme Commercial Run Off Personal Lines Further information about book names is contained in Appendix 1. |
| Transaction Entry Level | This reflects the global setting for transaction entry level. See section 9 for more details. |
| Signed line % (Scheme) | The Companies' share of the risk at the Companies' Scheme share level (see section 9 for further detail and section 12.3.1 for what to do if the signed line is incorrect). |
| Signed Line % (Group) | The Companies' share of the risk at the wider participant companies' group share level (see section 9 for further detail and section 12.3.1 for what to do if the signed line is incorrect). |
| Broker Reference | Provided to assist in identification of policies, if available (see Appendix 1 'Recognising and reconciling policies'). This field has a maximum of 12 characters. |
| Your Reference | Enter a relevant reference. This field is also displayed on the claims list and policy details screen to assist identification (See sections 12.1 and 13.1). |
| Insured Name | The original insured name on direct/reinsurance policies. Please amend or add new insured names prior to updating policy records (see section 11). This ensures the changes are available for use when amending the policy details. |
| Lead Broker | The lead broker for this policy. If there is more than one broker associated with the policy, view the full list via the policy list screen by clicking on the broker's purple, underlined name for the relevant policy in the 'Lead Broker' column. |
| Inception Date | The coverage start date for the policy. |

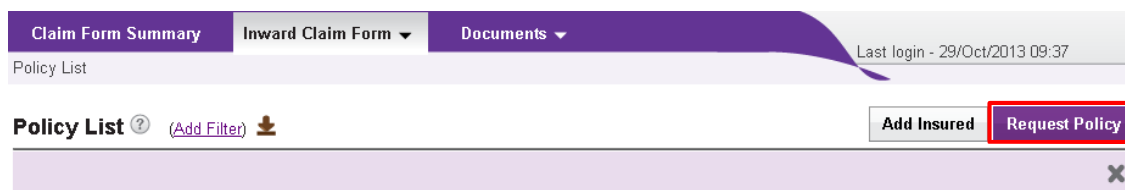
| Field name | Description |
|---|---|
| Expiry Date | The coverage end date for the policy. Policies with a coverage period of more than 12 months are usually recorded by OIC as separate 12 month periods. |
| Policy Type | Policy type description (direct or reinsurance). |
| Policy Transaction Entry Level | This is the transaction entry level for the policy. This can be set to 'Scheme Share' or 'Group Share' (See section 9 and 9.2 for more details). |
| Market Policy Reference | Market policy reference (if available). |
| Limit | The claim limit for the policy in US Dollars. |
| Deductible | The deductible or excess point for the policy in US Dollars. |
| Order % | The order percentage. Please note that for the OIC/HUG Pool book name, this relates to the OIC share of the HUG Pool. |
| Signed Line Disputed | See section 12.3.1 This button is to advise that the signed line is incorrect. The signed line percentage will display here at Scheme or Group level depending on the setting chosen. See section 9 for more details. |
| Costs Inclusive | Select 'Yes' to indicate that defence costs are included in the limits. Select 'No' if the defence costs are in addition to the stated limits. |
| Number of Reinstatements | The Claim Form does not provide the facility to enter variable reinstatement values. The reinstatement fields should be used to show the total number of reinstatements available on the policy and the percentage of the original premium payable to OIC in respect of the current reinstatement. Policies with unlimited reinstatements should show the number of reinstatements as 99. |
| Self-Insured Retention and/or Primary Coverage | In some cases a direct or facultative policy will be subject to the breach of a Self-Insured Retention or Primary Coverage. The value of this deductible should be inserted. |
| Combined Limits for BI and PD | Set to: 'Bodily Injury', 'Property Damage' or 'Combined limits' for asbestos claims. |
| Per Occurrence Basis | Choosing 'Occurrence' indicates that the limits apply to claims on a per occurrence basis. Choosing 'Aggregate' indicates that the limits apply only on an aggregate basis. Choosing 'Both' indicates that the Limits are the same for both types of claim. |
| Assigned | See section 12.3.1 for how to advise that the policy has been assigned to a different company. |
| Assignee Name | Name of the third party to whom the rights to the policy has been assigned to. This field will only appear if the 'Assigned' box has been selected (see section 12.3.1). |
| I do NOT recognise this Policy | See section 12.3.1 for how to advise that a policy on the Claim Form is not recognised. |

12.2. Adding a New Policy

The process for advising policies missing from the policy list to the Run-off Company is as follows.

From the policy list screen, click the button marked 'Request Policy' (see Fig.12.3).

Fig.12.3



This will open the Request Policy screen (see Fig.12.4).

Fig.12.4

Complete the form (see the table in Fig.12.5). Fields marked with an asterisk in Fig.12.4 are mandatory.

Fig.12.5

| Field Name | Data to Enter |
|------------------------|--|
| Your Ref. | Enter an internal reference for the policy. This will aid identification when it is added to the Claim Form. |
| Broker Ref. | If the policy has a broker reference, enter it here. |
| OIC Policy Ref. | If the policy has an OIC reference on it, enter it here. |
| Currency | Select the currency in which the policy limits etc. were expressed. |
| Inception Date | Enter the coverage start date of the policy. |
| Request Message | Enter any other useful information here. |

To request further policies, select ‘Add Another Policy Request’ and complete the relevant fields. Up to 10 policies can be requested at one time.

Once completed, click ‘Confirm and Send’. An instant message will be sent to the Run-off Company, who will contact you to request any required information, i.e. policy documents, to enable validation of the policy(ies). You will be sent an e-mail confirming the request.

Once the policy(ies) have been validated, the Run-off Company will co-ordinate with the user to load them to the Claim Form (this involves revoking access to the Website for period of time). When complete, the policy(ies) will be available in the policy list for the user to add any necessary claims to (see section 13).

12.3. Amending existing policies using the policy details screen

There are two types of policy amendments explained in this section, those made by the Run-off Company, and those which the user can action. Changes to the signed line, dealing with policy assignments or unrecognised policies are dealt with by the Run-off Company.

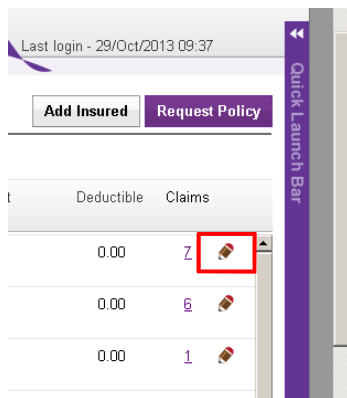
To select the policy which requires editing either:

- click the purple underlined reference number for the policy in the ‘OIC Policy Ref’ column as outlined in blue on Fig.12.2. This will open the policy details screen in read-only mode. Click ‘Edit’.

or

- click on the pencil icon to the far right of the policy reference (outlined in Fig.12.6), use the horizontal scroll bar at the bottom of the policy list to scroll across to see this. This will open the policy in edit mode.

Fig.12.6



Review policy details with reference to the fields list in section 12.1. To advise that the signed line is incorrect, that the policy has been assigned or that this policy is not recognised, see section 12.3.1. DO NOT amend any of the other details until the Run-off Company has actioned the requested changes and for any other changes please see section 12.3.2.

12.3.1. Requesting policy amendments

The Run-off Company can action the following updates once advised:

- The signed line is incorrect. Once supporting documentation is provided and verified, the signed line will be updated and all relevant claims values for the policy also updated where necessary.
- A policy has been assigned to transfer the benefit to another company. Once supporting documentation is provided and verified, the policy will be removed from the Claim Form.
- A policy is not recognised. The policy will be removed from the Claim Form.

In each case, do not amend any other details on, or add or amend any claims to the affected policy(ies) prior to the updates being actioned by the Run-off Company. Any such data will be lost when the policy(ies) are removed, adjusted and uploaded to the Claim Form.

To report these issues select the relevant option as shown in Fig.12.7 and as detailed below:

For case a), click the circle next to ‘Disputed’ to place a black dot in it.

For case b), click the box next to ‘Assigned’ to place a tick in it. This will open a new box in which to enter the assignee name as show in Fig.12.7.

For case c), click the box next to ‘I do NOT recognise this policy’ to place a tick in it.

Fig.12.7

The screenshot shows a form with the following fields and callouts:

- Market Policy Ref:** [Text input]
- Limit:** [0] USD
- Deductible:** [0] USD
- Order %:** [100.00]
- Signed Line Disputed:** 1.0000000% (signed line) Agreed Disputed (Callout 'a' points to the Disputed radio button)
- Costs Inclusive:** Yes No
- Number of Reinstatements:** [0] (99 = Unlimited)
- Self Insured Retention and / or Primary:** [0] USD
- Combined Limits for BI & PD *:** [Combined] (Callout 'b' points to the dropdown menu)
- Per Occurrence Basis:** [Aggregate] (Callout 'b' points to the dropdown menu)
- Assigned To:** [Text input] (Callout 'c' points to the checkbox)
- Do NOT recognise this policy:** (Callout 'c' points to the checkbox)
- Buttons:** Cancel, Save

Once completed click 'Save'. An instant message will be sent to the Run-off Company, who will contact you to request any required information. You will be sent an e-mail confirming the request.

If there are more details to amend, please wait until the policy has been amended and reloaded to the Claim Form before carrying these out.

12.3.2. Amending all other policy details

Please refer to the table in section 12.1 for a more detailed description of the Policy Details form.

For changes other than to advise a signed line dispute, policy assignment or an unrecognised policy, update the relevant fields as necessary bearing in mind the following:

- Fields with an asterisk next to the field name are mandatory and require a specific selection from the options provided on the drop-down next to them.
- Other fields with drop-down lists permit the user to either select an option or leave the field blank.
- To change 'Inception Date' or 'Expiry Date', click the calendar icon. Select the year, month then the day.
- For all other fields, type directly into the field to amend or add information.

Then 'Save'. Changes will be saved but will not be notified to the Run-off Company until the user submits the Claim Form. This differs from the amendments described in section 12.3.1 which are immediately notified to the Run-off Company when saved.

12.3.3. Adding a claim to a policy

When the user opens a policy for editing, the option to 'Add Claim' will also be displayed (see Fig.12.8). Click to navigate to the Add Claim. The policy details will be pre-selected once the add claim is selected (see section 13.2 for further details).

Fig.12.8

| View Policy Detail | | | | Add Claim |
|--------------------|----------------------------|-------------------------|-----------------------|-----------|
| Company ID | 543388 | OIC Policy Ref. | AAV00001585 | |
| Company Name | Example Industries Inc | LPC Policy Ref. | UNKNOWN | |
| Underwriting Year | 1985 | Book Name | OIC QUALIFYING SCHEME | |
| Currency | USD - UNITED STATES-DOLLAR | Transaction Entry Level | None | |
| Class | FACULTATIVE | Signed Line % (Scheme) | 7.780000 | |
| Stamp | view stamp | Signed Line % (Group) | 7.780000 | |

13. Adding and amending claims

The Claim Form will be pre-loaded with the claims data held by OIC’s systems for each Scheme Creditor as at the Scheme Effective Date, being the Established Liabilities, gross of any dividend payments and Agreed claims for which no dividends have yet been paid. No Outstanding Losses are loaded to the Claim Form so these must be entered by the user against existing or added Agreed claims as covered in section 13.3.

13.1. The claims list screen

Selecting ‘Claims’ from the ‘Inward Claim Form’ menu (see Fig.13.1), will display the claims list (see Fig.13.2).

Fig.13.1

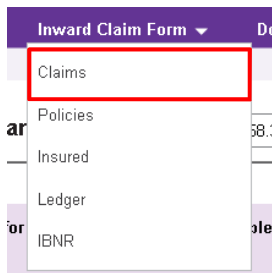
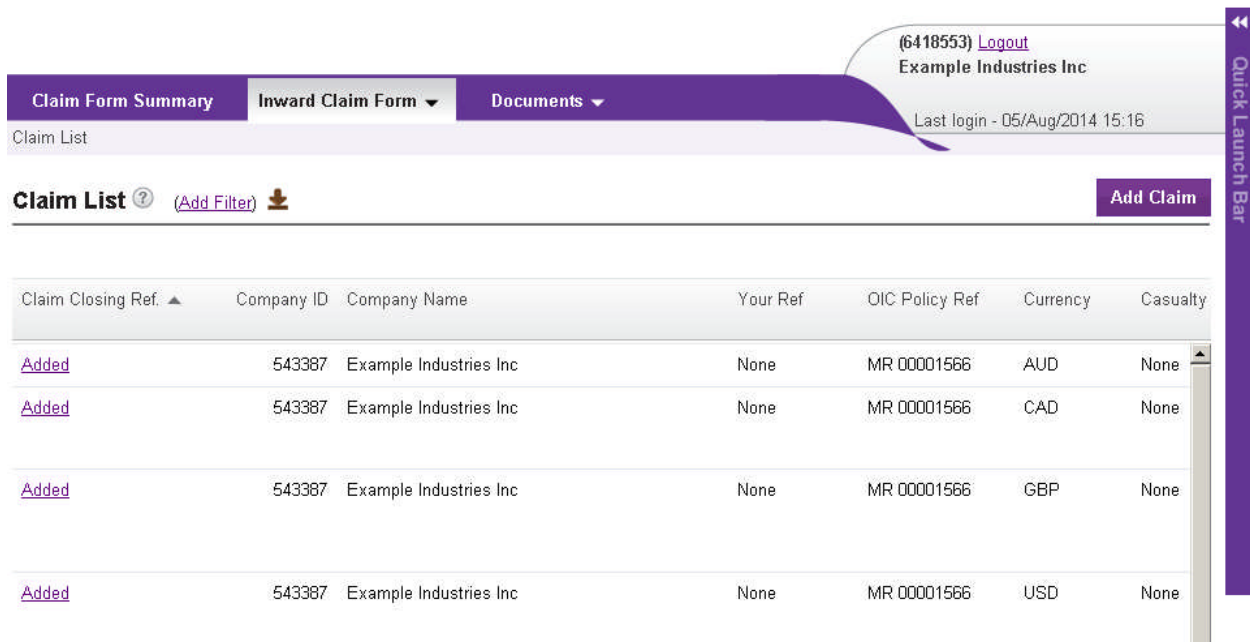


Fig.13.2



Agreed claims can be viewed and amended, new Agreed claims and/or Outstanding Losses can be added against existing policies. Up to three filters are available to locate specific claims (see section 3.2).

When inputting claim values, it is important that the following rules are adhered to:

- **Claims that are due from OIC should be negative values.**
- **Claims that are due to OIC should be positive values.**

In the majority of cases, both existing and new (user added) claims will be negative values. The Claim Form should only be used to advise OIC of monies owed by OIC. Upon submission of the Claim Form, OIC will contact the creditor to discuss the claims. These discussions will also include agreement for any monies owed to OIC.

Where the Opt Out Preview Filter has been previously submitted as 'Yes' (see section 16), the Claim list screen and any information you download will exclude claims against policies with a book name of 'OIC Qualifying'. If you want to see these without making a further submission, download the claims file from the Documents menu (see section 7.1.1).

Please note that IBNR values cannot be added at claim or policy level. These can only be submitted at Scheme level (see section 14).

Fig.13.3 provides a description for each field in the Claim List (also view Claim detail).

Fig 13.3

| Field name | Description |
|--------------------------------|---|
| Company ID | The reference number held on OIC's systems for the company. |
| Company Name | The name of the company insured or reinsured by the policy. |
| OIC Policy Reference | The internal reference number for the policy used by the Companies. |
| Book Name | Can be one of the following: <ul style="list-style-type: none"> • OIC General Scheme • L&O 1968 & Prior • L&O 1968 & Prior Constructed • OIC/HUG Pool • OIC Qualifying Scheme • Commercial Run Off • Personal Lines <p>Further information about book names is contained in Appendix 1.</p> |
| Your reference | The user input reference added to the policy details. |
| Claim closing reference | For existing claims that were pre-loaded to the Claim Form, a unique, internal reference number. For added claims, will always be 'Added'. |
| Currency | This is the original currency of the claim. |
| Major Loss | The Major Loss, for instance the catastrophe or peril concerned. Not all claims will have a Major Loss, for those that don't 'No Major Loss' is used. N.B: Can only be amended on existing claims for the following book names: <ul style="list-style-type: none"> • L&O 1968 & Prior • L&O 1968 & Prior Constructed • OIC/HUG Pool • Further information about book names is contained in Appendix 1. |
| Description | For existing claims, the brief claim description held on OIC systems and loaded to the Claim Form. For added claims, will display whatever is entered to this field by the user. |

| Field name | Description |
|--|---|
| Loss Date/Casualty Loss Date | 'Loss Date' is displayed on the claims list and contains the 'Casualty Loss Date' for existing claims and the 'Loss Date' for added claims. 'Loss Date' is displayed when adding or editing added claims. 'Casualty Loss Date' is only displayed when editing an existing claim. |
| Casualty Name | Brief description of the Casualty recorded on OIC's systems and pre-loaded to the Claim Form for existing claims. Will show as 'None' on the claims list screen for added claims. |
| Insured | The original insured name on direct or reinsurance policies. N.B: This is only visible when the 'Add Claim' option is selected from the claims list or from a policy, (see section 12.3.3). |
| Broker Ref | Policy reference number applied by the broker that placed the policy with OIC. N.B: This is only visible when the 'Add Claim' option is selected from the claims list or from a policy, (see section 12.3.3). NB: This is not the same as the London Processing Centre broker reference (see section 12.1). |
| Claim Sequence Number | System generated number to ensure all records are unique. |
| LPC Broker Reference | Where provided, this is the policy reference number supplied by the broker to the London Processing Centre (now Xchanging). |
| LPC Closing Reference | Where provided, this is the reference applied by the London Processing Centre (now Xchanging) when processing the claim. |
| Agreeeds (Scheme Share) a | The value of claims that have been agreed at the OIC Scheme share level. Defined as 'Established Liabilities' plus 'Agreed claims' at the Companies' Scheme level. Can only be amended if 'Scheme Share' option is active at global or policy level (see section 9). |
| Agreeeds (Group Share) b | The value of claims that have been agreed at the Companies' group level. Defined as 'Established Liabilities' plus 'Agreed claims' at the Companies' group share level. Can only be amended if 'Group Share' option is active at global or policy level (see section 9). |
| Outstanding Losses (Scheme Share) a | Outstanding Losses at the Companies' Scheme share level. Can only be amended if 'Scheme Share' option is active at global or policy level (see section 9). |
| Outstanding Losses (Group Share) b | Outstanding Losses at the Companies' group share level. Can only be amended if 'Group Share' option is active at global or policy level (see section 9). |
| Assigned | Select this box if the claim has been assigned to a different company. |

- If 'Scheme Share' is chosen, either at global or at policy level for the policy this claim is associated with, only the two 'Scheme Share' fields can be edited. The two 'Group Share' fields will automatically calculate once the claim is saved (see section 9 for how to select which level to enter data at).
- If 'Group Share' is chosen, either at global or at policy level for the policy this claim is associated with, only the two 'Group Share' fields can be edited. The two 'Scheme Share' fields will automatically calculate once the claim is saved (see section 9 for how to select which level to enter data at).

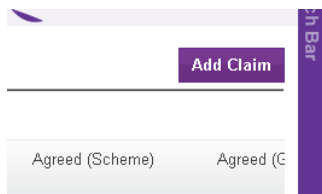
13.2. Adding a new claim

To add Outstanding Losses to a claim that already exists in the claim list, refer to section 13.3.

Prior to adding any new claims, please ensure that they do not already exist (use filtering and/or downloading see sections 3.2 and 7).

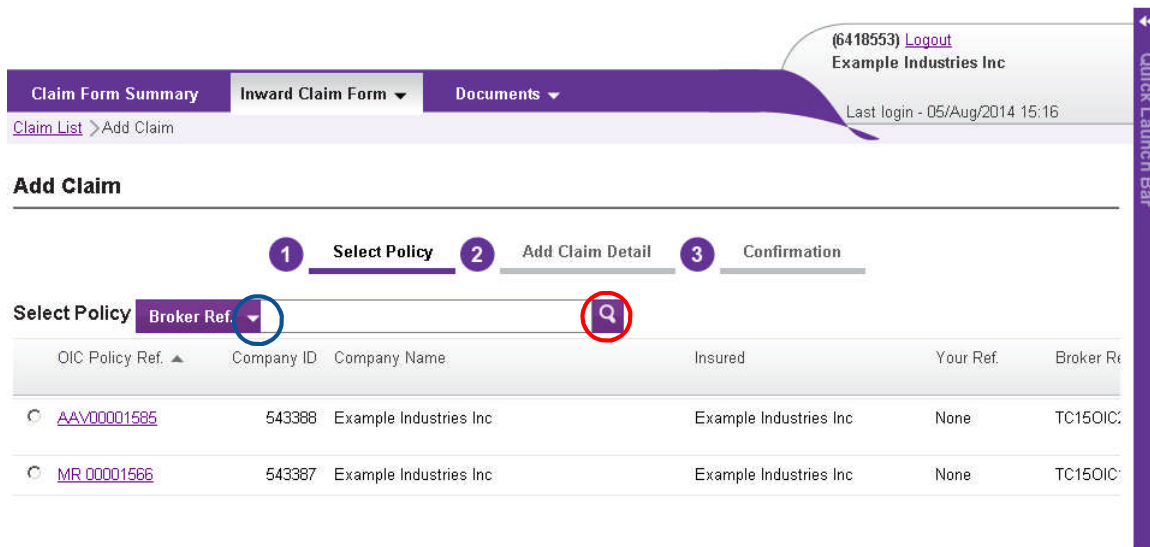
From the claims list screen, click the 'Add Claim' option at the top right as per Fig.13.4 to navigate to the Add Claim screen.

Fig.13.4



Click the ‘magnifying glass’ (outlined in red in Fig.13.5), to display a list of all policies. Alternatively, use the search function by clicking on the down arrow next to ‘Broker Ref’ (outlined blue) and select which field to search on. This function will return all results which contain the selected characters/numbers in the search field, e.g. ‘MN’ will return all results that begin with, contain or end with ‘MN’.

Fig.13.5



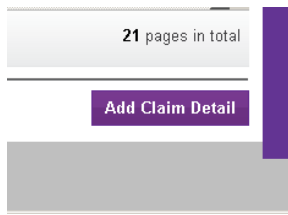
To select the policy click the circle to the left the OIC Policy Ref. (see Fig.13.6). To view the policy, click on the purple underlined reference (outlined in Fig.13.6). If no changes are required, cancel without editing the policy and return to the Add Claim screen as per Fig.13.5 above. If a policy is edited and saved, the Add Claim screen will also be returned to, but no policies will be listed

Fig.13.6



The ‘Add Claim Detail’ option at the bottom right of the screen will activate upon selection of a policy (see Fig.13.7).

Fig.13.7



Select this to open the add claim detail screen (see Fig.13.8).

Fig.13.8

Add Claim

1 Select Policy 2 **Add Claim Detail** 3 Confirmation

Selected Policy ([Change Selected Policy](#))

| OIC Policy Ref. | Company ID | Company Name | Insured | Your Ref. | Broker Ref. |
|-----------------------------|------------|------------------------|------------------------|-----------|-------------|
| MR 00001566 | 543387 | Example Industries Inc | Example Industries Inc | None | TC15OIC1 |

Add Claim Detail

Currency *

Major Loss

Loss Date *

LPC Broker Ref.

LPC Closing Ref.

Agrees (Scheme) Agrees value should be negative

Outstanding Losses (Scheme) Outstanding losses value should be negative

Description *

The top row will display the policy to which the claim will be added. To change the policy, click 'Change Selected Policy' (outlined in red on Fig.13.8). Please note that any claims data entered to the form will be lost if the policy is subsequently changed.

Complete the fields using the table in Fig.13.3 for reference, then 'Save and Confirm' (outlined green in Fig.13.8). The Selected Policy screen will be displayed with a message stating the claim has been added. The added claim will be visible in the lower half of the screen (see Fig.13.9).

Fig.13.9

Add Claim

Your new claim has been added to your Claim List.

✔ Select Policy
✔ Add Claim Detail
3 Confirmation

Selected Policy

| OIC Policy Ref. | Company ID | Company Name | Insured | Your Ref. | Broker Ref. |
|-----------------------------|------------|------------------------|------------------------|-----------|-------------|
| MR 00001566 | 543387 | Example Industries Inc | Example Industries Inc | None | TC15OIC1 |

Added Claim(s)

| Claim Closing Ref. ▲ | Company ID | Company Name | Your Ref | OIC Policy Ref | Currency | Casualty |
|-----------------------|------------|------------------------|----------|----------------|----------|----------|
| Added | 543387 | Example Industries Inc | None | MR 00001566 | USD | None |

Add Another Claim
View Claim List

To add further claims to the same policy click ‘Add Another Claim’ (outlined red in Fig 13.9). This will navigate to the Add Claim Detail screen. Alternatively, return to the claims list using the ‘View Claim List’ option (outlined in green in Fig.13.9). The claim will be displayed in the claims list with a claims closing reference of ‘Added’. Once a claim is saved it becomes available to access from the claims list where it may also be edited or deleted (see sections 13.3 and 13.5).

13.3. *Amending an existing or added claim and/or adding Outstanding Losses to an existing or added claim*

For data pre-loaded to the Claim Form, only the Agreed claim values may be amended and/or Outstanding Losses added. No other fields can be changed.

To amend a claim, select it from the claims list screen (filtering options are detailed in section 3.2).

To open the claim for editing from the claims list screen either:

- Click the purple underlined reference number in the ‘Claim Closing Ref’ column. For all user input claims, this will read ‘Added’. This will open the Claim Details screen in read-only mode. Select ‘Edit’ in the bottom right corner of the screen.

OR

- Click on the pencil icon to the far right of the claim closing reference as circled in Fig.13.10. Slide the horizontal scroll bar at the bottom of the claims list to see this. This will immediately open the claim in edit mode.

Fig.13.10

| Outstanding Losses (Group) | Description | | |
|----------------------------|---------------|--|--|
| (13,680.00) | New Claim 03 | | |
| (26,350.00) | Test Claim 02 | | |
| (78,365.25) | New Claim 01 | | |

The Edit Claim Detail screen will be visible (see Fig.13.11).

Fig.13.11

Edit Claim Detail

| | | | |
|-----------------------|------------------------|--------------------|--------------------|
| Company ID | 543387 | OIC Policy Ref. | MR 00001566 |
| Company Name | Example Industries Inc | Claim Closing Ref. | Added |
| Your Ref. | None | Book Name | OIC GENERAL SCHEME |
| Claim Sequence Number | 3 | | |

Currency *

Major Loss

Loss Date *

LPC Broker Ref.

LPC Closing Ref.

Agreeds (Scheme) GBP Agreeds value should be negative

Agreeds (Group) GBP Agreeds value should be negative

Outstanding Losses (Scheme) GBP Outstanding losses value should be negative

Outstanding Losses (Group) GBP Outstanding losses value should be negative

Description *

Complete the required changes, referring to the table in Fig.13.3 for field descriptions. All values should be entered as negatives and any positive figures entered will be highlighted for the user to review. Then click 'Save'. The claims list will be displayed with a message that the claim has been saved (see Fig.13.12). Alternatively, click 'Cancel' to exit the form without saving any changes.

Fig.13.12

The screenshot shows a navigation bar with three tabs: 'Claim Form Summary' (active), 'Inward Claim Form', and 'Docu'. Below the navigation bar is a 'Claim List' section. It features a 'Claim List' header with a help icon and an '(Add Filter)' link. A green message states 'Your claim has been saved successfully.' Below this is a table with columns for 'Claim Closing Ref.', 'Company ID', and 'Company Name'.

Please note that certain fields on a user added claim cannot be amended using the edit option. If any of these fields are incorrect, delete the claim (see section 13.5), then add it again with the corrected content (see section 13.2).

13.4. Assigning a claim

This section covers claims that the user’s company has assigned to another company. It is only possible to assign existing claims that have been pre-loaded to the Claim Form. This option is not available for user added claims. It is also only possible to assign one claim at a time. See section 12.3 for instructions on how to assign the rights to a whole policy rather than individual claims.

To advise the Run-off Company that a specific claim has been assigned to a different company, open the claim for editing (see section 13.3), and click the box to the left of the ‘Assigned’ text in the bottom left corner of the form (see Fig.13.13).

Fig.13.13

The screenshot shows a form for editing a claim. It includes several input fields: 'Outstanding Losses (Scheme)' and 'Outstanding Losses (Group)', both with values of '0.00' and currency 'GBP'. A 'Description' field is also present. At the bottom left, there is a checkbox labeled 'Assigned', which is circled in red. At the bottom right, there are 'Cancel' and 'Save' buttons.

When the ‘Assigned’ box is ticked, enter the name of the company the claim has been assigned to in the text box (see Fig.13.14). The text box must be completed before the record can be saved.

Fig.13.14

The screenshot shows the 'Assigned To' section of the form. It features a checked checkbox labeled 'Assigned To *' followed by a text input field. Below the text field is a 'Cancel' button.

Upon Submission of the Claim Form, the Run-off Company will be advised of the assignment and will contact the Creditor to confirm details and then liaise with the assignee to load the claim to their Claim Form.

13.5. Deleting a claim

Only user added claims may be deleted. Pre-loaded claims on the Claim Form cannot be deleted. To remove such claims amend the value to zero (see section 13.3).

To delete an added claim, select it from the claims list using the filter options (see section 3.2).

There are then two ways to delete the claim.

- Scroll to the far right of the claim and select the 'red cross' (circled in Fig13.15). This is only available for user added claims.
- Open the claim for editing (see section 13.3). The 'Delete' option will be visible in the bottom left hand corner (see Fig.13.16).

Fig.13.15

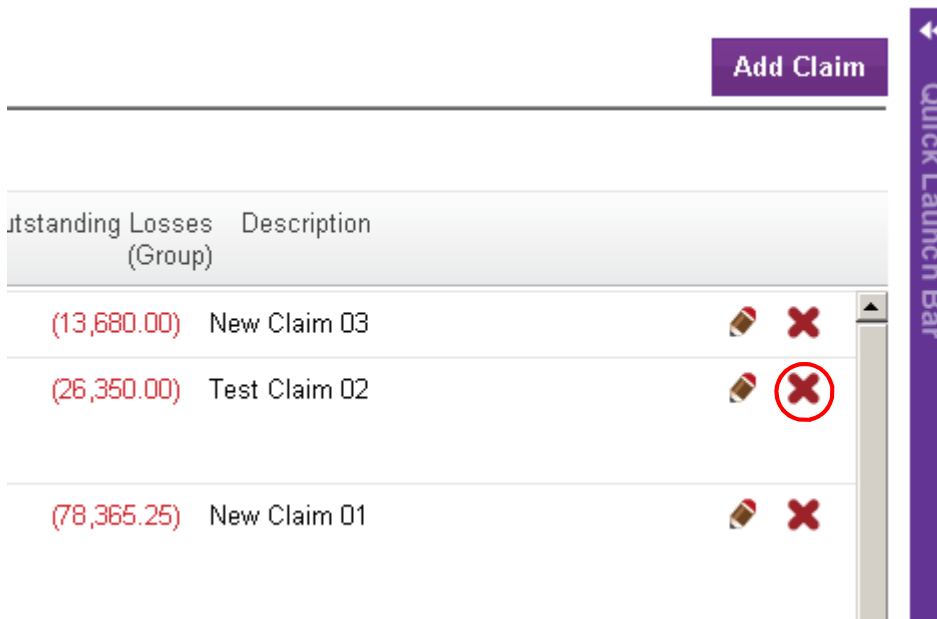
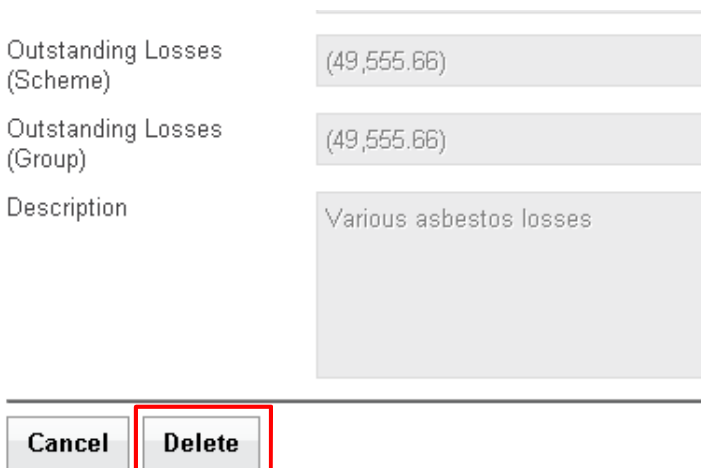
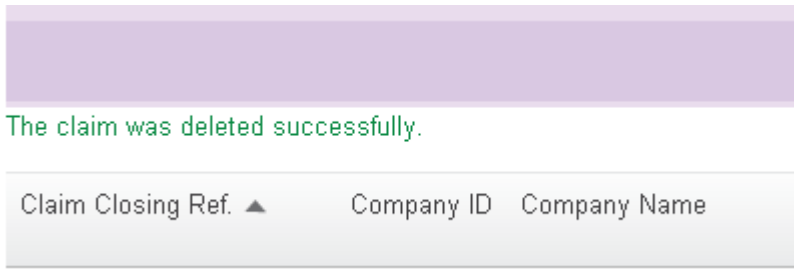


Fig.13.16



In either case a message will be displayed requesting confirmation to delete the claim. If confirmed, the claims list will be displayed, with a message that the claim has been deleted (see Fig.13.17). The claim will no longer appear in the claims list.

Fig.13.17



13.6. Uploading supporting claims information

Documentation to support claims can be uploaded to the Claim Form.

However, the following restrictions apply:

- Permitted document types are those with extensions .pdf, .jpeg, .gif, .tiff or .png.
- Each document cannot exceed 5mb. (Larger documents can be scanned in sections and uploaded separately).
- The maximum size of the total documents per creditor is 50mb.

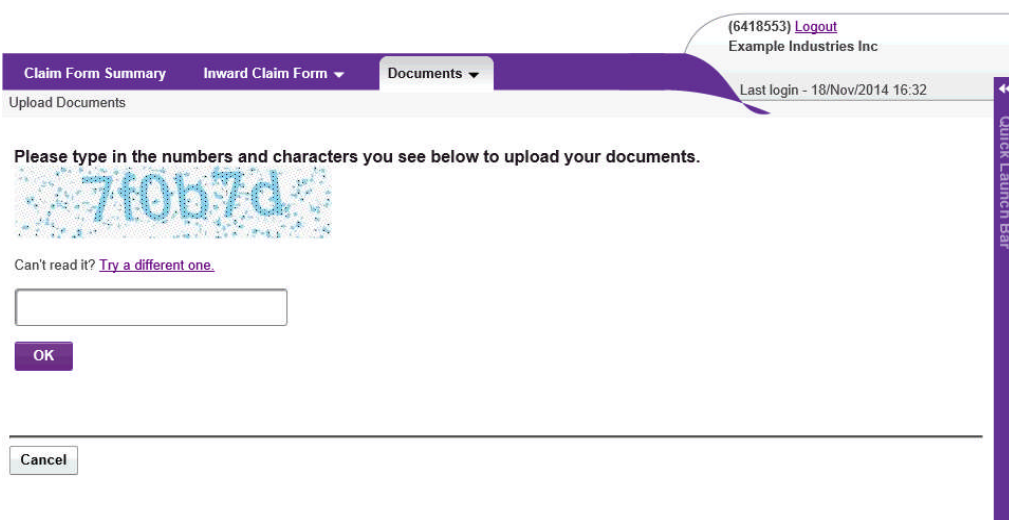
If an invalid document type or oversize document upload is attempted, an error message will be displayed. As an alternative supporting claims information may be sent by email or by registered post to the Run-off Company at the address listed in section 18, marked for the attention of the OIC Claims Department.

To add a supporting document, from the Documents menu, select Upload Documents.

For security purposes, please enter the characters displayed into the text box, then 'OK' (see Fig 13.18)

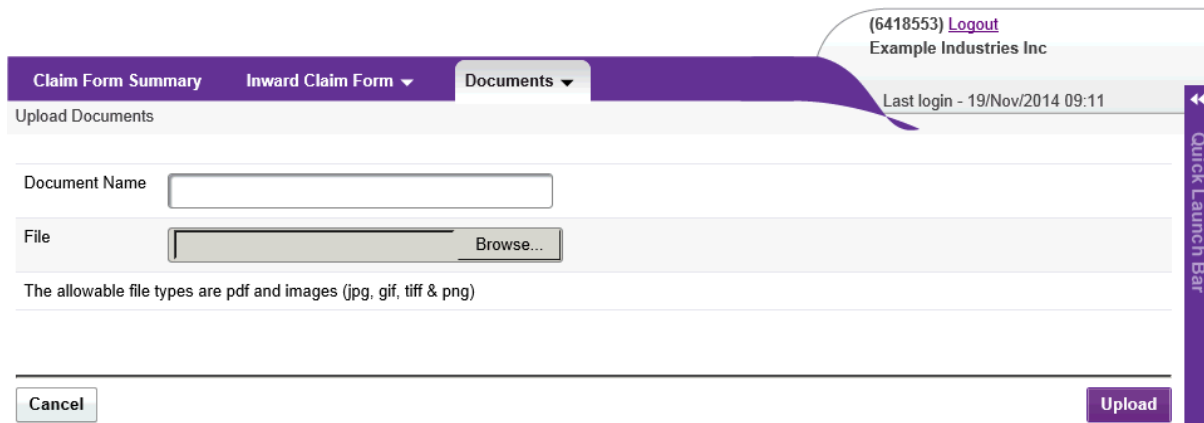
This will only be requested once for each login to the Claim Form.

Fig 13.18



Enter a document name for your own reference as this will be displayed in the 'My Documents' area (see Fig. 13.19). If a document is larger than 5mb, it can be uploaded in sections, giving each file a title in the Document Name box.

Fig13.19



To select a document to upload, click 'Browse' to navigate to the document at its location on your computer.

Once the document has been selected, click 'Upload' to store the document in the My Documents area or 'Cancel' to return to the My Documents list (see Fig 13.19).

You will receive an e-mail confirming the document has been uploaded.

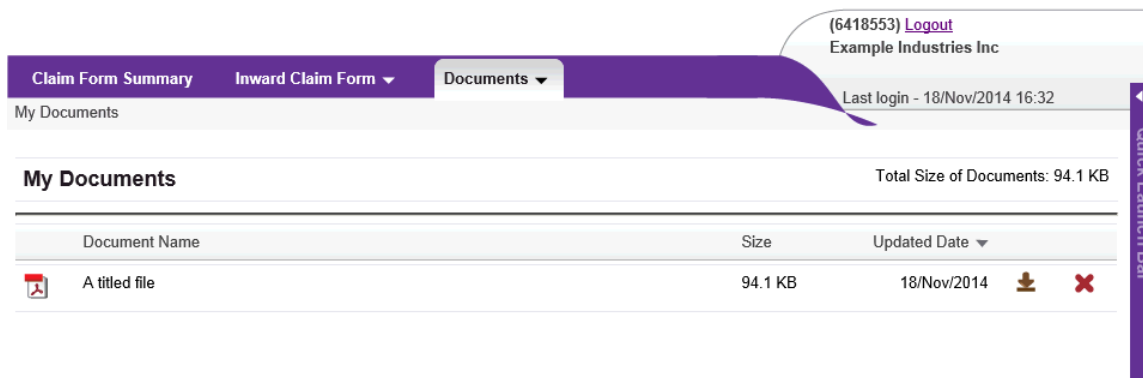
To view previously uploaded documents, from the Documents menu select My Documents.

To download and view each file, click the brown download arrow (see Fig.13.20).

To delete a document, click the red X. A message will be displayed requesting confirmation to delete the document. If confirmed, a message that the document has been deleted will be displayed and the updated document list will be shown.

The document will no longer appear in the My Documents area.

Fig 13.20



The total size of all documents uploaded is shown on the top right hand side of the My Documents area (see Fig.13.20).

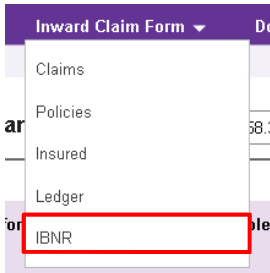
Further documents may be added or removed by the user until the Bar Date.

14. Claiming IBNR

The Claim Form provides the option to advise the Run-off Company of any IBNR to be included in the submission.

To advise a claim for IBNR, select 'IBNR' from the Inward Claim Form menu (see Fig.14.1)

Fig.14.1



Selecting this option opens the IBNR input screen (see Fig.14.2).

Fig.14.2

 A screenshot of the 'Scheme Creditor IBNR' input screen. The page has a purple header with navigation tabs: 'Claim Form Summary', 'Inward Claim Form', and 'Documents'. The current page title is 'Scheme Creditor IBNR'. Below the header, there are three input fields:

| | | | |
|-----------------------|-----------------------------------|-----|---|
| Total General IBNR | <input type="text" value="0.00"/> | USD | Total general value should be negative |
| Total Qualifying IBNR | <input type="text" value="0.00"/> | USD | Total qualifying value should be negative |
| Total IBNR | <input type="text" value="0.00"/> | USD | |

 At the bottom of the form, there are two buttons: 'Cancel' and 'Save & Confirm'.

The boxes displayed will depend on what book names are held against the policies on the Claim Form (see Appendix 1 for further information). If there are no policies with the book name 'OIC Qualifying', only the 'Total General IBNR' will be displayed. If there are only policies with the book name 'OIC Qualifying', only the 'Total Qualifying IBNR' will be displayed. If there are policies with the book name 'OIC Qualifying' plus any other book name then both boxes will be available.

When inputting claim values, it is important that the following rules are adhered to:

- **Claims against OIC should be negative values.**
- **Claims due to OIC should be positive values.**

Convert the IBNR value to its USD equivalent using the Scheme conversion rates as noted in the Explanatory Statement of the Amending Scheme at the Valuation Date, and enter the resultant amount into the boxes then 'Save and Confirm'. The 'Total IBNR' box will update and display a confirmation message (see Fig.14.3).

Fig.14.3

Claim Form Summary Inward Claim Form Documents

Scheme Creditor IBNR Last login - 17/Dec/2013 12:02

Scheme Creditor IBNR

Your Scheme Creditor IBNR value has been updated.

| | | | |
|-----------------------|---|-----|---|
| Total General IBNR | <input type="text" value="(500.00)"/> | USD | Total general value should be negative |
| Total Qualifying IBNR | <input type="text" value="(700.00)"/> | USD | Total qualifying value should be negative |
| Total IBNR | <input type="text" value="(1,200.00)"/> | USD | |

Cancel Save & Confirm

Please note that if the Claim Form consists of only ledger items, neither box will be shown and IBNR figures cannot be entered because there are no policies for which IBNR could be claimed. See section 15 for further information on ledger items.

14.1. IBNR and Opt Out

If there are Qualifying policies but the previous submission had an Opt Out status of 'Yes' the 'Total Qualifying IBNR' box will not appear.

Please note that if the user enters a value in the 'Total Qualifying IBNR' field and an Opt Out status of 'Yes', this value will be deleted upon submission and the field will no longer be displayed. If the user makes a further submission changing the Opt Out status to 'No', this field will be displayed, but will contain no value. Re-enter the 'Total Qualifying IBNR' and make a further submission for this value to be registered with the Run-off Company.

15. Ledger items

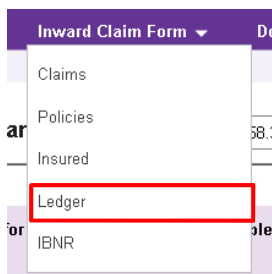
Ledger values are those additional claims and transactions not allocated to a particular policy e.g. expert fees. The Claim Form will be pre-loaded with any known ledger items. Pre-loaded ledger items can be viewed, and new items added. Pre-loaded ledger items cannot be amended or deleted by the user.

- **Ledger values due from OIC should be negative.**
- **Ledger values payable to OIC should be positive.**

15.1. The 'Ledger Transaction List' screen

From the 'Inward Claim Form' menu, select 'Ledger' (see Fig.15.1).

Fig.15.1



The 'Ledger Transaction List' will be displayed (see Fig.15.2).

Fig.15.2

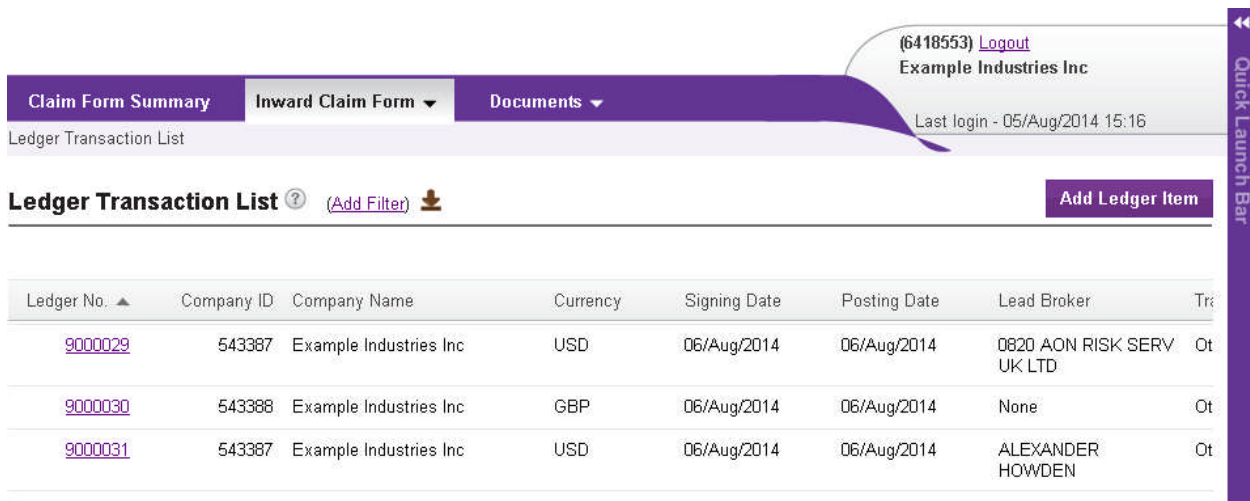


Fig.15.3 provides a description for each ledger item data field.

Fig.15.3

| Field name | Description |
|-------------------------|--|
| Ledger Number | The system generated transaction reference number. References less than 9000000 refer to pre-loaded items References greater than 9000000 refer to items added by the user. |
| Company ID | The reference number held on OIC's system for the company name. |
| Company Name | The name of the company that the transaction relates to. |
| Currency | This is the original currency of the transaction for existing ledger items and the currency entered by the user for added ledger items. |
| Signing Date | The date the closing/ledger item was processed by a bureau or the date that the Companies entered the closing/ledger item to its system. If a ledger item is added, the date is set automatically to the input date. |
| Posting Date | Date of posting to the Companies' system. If a ledger item is added, the date is set automatically to the input date and cannot be amended. |
| Lead Broker | The broker or intermediary who processed the transaction. |
| Transaction Type | The type of transaction, either 'Insurance' or 'Other' for existing ledger items. This defaults to 'Other' for added ledger items. |
| Amount | Original currency amount either pre-loaded to the Claim Form for existing ledger items or entered by the user for added ledger items. |
| Description | For existing ledger items, the description held on OIC's system. For added ledger items, the text entered by the user. |

15.2. Adding ledger items

Prior to adding new ledger items, please ensure that they do not already exist in the ledger list. (Use filtering and/or downloading, see sections 3.2 and 7.1.1).

Select 'Add Ledger Item' (see Fig.15.2). The 'Add Ledger Item' screen will be displayed (see Fig.15.4).

Fig.15.4

Add Ledger Item

Ledger Number: 9000052 Transaction Type: Other
 Signing Date: 17/Dec/2013
 Posting Date: 17/Dec/2013


Fields with * are required.

Company * Please select a company
 Currency * Please select a currency
 Lead Broker Please select a broker
 Amount * 0.00 USD Amounts due from OIC Run-Off Limited must be negative. Amounts due to OIC Run-Off Limited must be positive.

Transaction Description * Maximum 250 characters. Please include Policy references where applicable.

Complete the fields using the table in Fig.15.3 for reference, then 'Save and Confirm' (outlined in Fig 15.4). The 'Ledger Transaction List' screen will be displayed with a message stating the ledger item has been added (see Fig.15.5).

Fig.15.5

Ledger Transaction List ? [\(Add Filter\)](#)  **Add Ledger Item**

Your new Ledger Transaction item 9000032 has been added to your Ledger Transaction list.

| Ledger No. ▲ | Company ID | Company Name | Currency | Signing Date | Posting Date | Lead Broker | Tr |
|-------------------------|------------|------------------------|----------|--------------|--------------|---------------------------|----|
| 9000029 | 543387 | Example Industries Inc | USD | 06/Aug/2014 | 06/Aug/2014 | 0820 AON RISK SERV UK LTD | Ot |
| 9000030 | 543388 | Example Industries Inc | GBP | 06/Aug/2014 | 06/Aug/2014 | None | Ot |
| 9000031 | 543387 | Example Industries Inc | USD | 06/Aug/2014 | 06/Aug/2014 | ALEXANDER HOWDEN | Ot |
| 9000032 | 543387 | Example Industries Inc | CAD | 06/Aug/2014 | 06/Aug/2014 | None | Ot |

Please note that the ledger transaction numbers will not necessarily be sequential.

15.3. Amending added ledger items

Please note that certain fields on a user added ledger item cannot be amended after the record has been saved. If any of the details are incorrect, delete the ledger item (see section 15.4), and add it again with the corrected content (see section 15.2).

The Ledger item can be selected in the following ways:









- Click the purple underlined reference number for the ledger number in the ‘Ledger No.’ column. This will open the ledger transaction detail screen in read-only mode. Then select ‘Edit’.

or

- Click the pencil icon (outlined in Fig.15.6 - use the horizontal scroll bar at the bottom of the ledger list). This will open the ledger item in edit mode.

Fig.15.6

Add Ledger Item

| Amount | Description | |
|-------------|---------------------------|---|
| (55,000.00) | Example Inc Ledger Item 1 |   |
| (25,000.00) | Example Inc Ledger Item 2 |   |
| (45,500.00) | Example Inc Ledger Item 3 |   |
| (15,000.00) | Example Inc Ledger Item 4 |   |

Pencil Launch Bar

Using either of these options will open the ‘Edit Ledger Transaction Detail’ screen (see Fig.15.7)

Fig.15.7

Edit Ledger Transaction Detail

| | | | |
|---------------|------------------------|------------------|-------------|
| Company ID | 543387 | Transaction Type | Other |
| Company Name | Example Industries Inc | Signing Date | 06/Aug/2014 |
| Ledger Number | 9000029 | Posting Date | 06/Aug/2014 |

Fields with * are required.

Currency *

Lead Broker

Amount * USD Amounts due from OIC Run-Off Limited must be negative. Amounts due to OIC Run-Off Limited must be positive.

Transaction Description * Maximum 250 characters. Please include Policy references where applicable.

Make the required amendments, then ‘Save’ (see Fig.15.7). Alternatively, ‘Cancel’ to exit the screen without saving changes (see Fig.15.7).

The ledger list will be displayed with a message that the ledger item has been updated (see Fig.15.8).

Fig.15.8

(6418553) [Logout](#)
Example Industries Inc
Last login - 05/Aug/2014 15:16

Claim Form Summary Inward Claim Form Documents

Ledger Transaction List

Ledger Transaction List (Add Filter)

Ledger Transaction item 9000029 has been updated.

| Signing Date | Posting Date | Lead Broker | Transaction Type | Amount | Description | |
|--------------|--------------|---------------------------|------------------|-------------|--|--|
| 06/Aug/2014 | 06/Aug/2014 | 0820 AON RISK SERV UK LTD | Other | (60,000.00) | Example Inc Ledger Item 1 update of value to 60k | |
| 06/Aug/2014 | 06/Aug/2014 | None | Other | (25,000.00) | Example Inc Ledger Item 2 | |
| 06/Aug/2014 | 06/Aug/2014 | ALEXANDER HOWDEN | Other | (45,500.00) | Example Inc Ledger Item 3 | |
| 06/Aug/2014 | 06/Aug/2014 | None | Other | (15,000.00) | Example Inc Ledger Item 4 | |

15.4. Deleting added ledger items

There are two ways to delete a user added ledger item.

- Scroll to the far right of the ledger item and click the ‘red cross’ (circled in Fig.15.9). Note that this cross is only displayed for added ledger items.
- Open the ledger item for editing in one of the two ways described in section 15.3. Select ‘Delete’ (outlined in Fig.15.10). This option will be available on both the read only version of the screen and the amendable version provided once ‘Edit’ is selected.

Fig.15.9

| Amount | Description | | |
|-------------|---------------------------|--|--|
| (55,000.00) | Example Inc Ledger Item 1 | | |
| (25,000.00) | Example Inc Ledger Item 2 | | |
| (45,500.00) | Example Inc Ledger Item 3 | | |
| (15,000.00) | Example Inc Ledger Item 4 | | |

Fig.15.10

Transaction Description *

Maximum 250 characters. Please include Policy references where applicable.

A message will be displayed requesting confirmation to delete the ledger item. If confirmed, the ledger list will be displayed, with a message that the item has been deleted (see Fig.15.11). The item will no longer appear in the ledger list.

Fig.15.11

Claim Form Summary | Inward Claim Form | Documents

(6418553) Logout
Example Industries Inc
Last login - 05/Aug/2014 15:16

Ledger Transaction List

Ledger Transaction List [\(Add Filter\)](#)

Ledger Transaction item 9000032 has been deleted.

| Signing Date | Posting Date | Lead Broker | Transaction Type | Amount | Description | | |
|--------------|--------------|---------------------------|------------------|-------------|--|--|--|
| 06/Aug/2014 | 06/Aug/2014 | 0820 AON RISK.SERV UK LTD | Other | (60,000.00) | Example Inc Ledger Item 1 update of value to 60k | | |
| 06/Aug/2014 | 06/Aug/2014 | None | Other | (25,000.00) | Example Inc Ledger Item 2 | | |
| 06/Aug/2014 | 06/Aug/2014 | ALEXANDER HOWDEN | Other | (45,500.00) | Example Inc Ledger Item 3 | | |

15.5. Deleting, viewing and amending existing ledger items

The user is unable to amend or delete existing pre-loaded ledger items. These can only be viewed by clicking the purple underlined ledger number in the ledger list (see option a) in section 15.3).

To amend the values for existing ledger items, add a new ledger item with the same Transaction Description and Ledger Number and enter the correct adjusting value.

To delete an existing ledger item, add a new ledger item with the same Transaction Description and Ledger Number and enter an adjusting value that reduces the original ledger item value to zero.

16. Submitting the Claim Form (including setting the Opt Out status)

After completing any necessary changes and additions to policies, claims, ledger items and other sections of the Claim Form, review the 'Claim Form Summary', checking all values are as expected (see section 6). Please note, if the Website shows an Opt Out status of 'Yes', this will exclude any claims against 'OIC Qualifying' policies.

To view the difference between this and the claim value if the Opt Out status was 'No', use the Opt Out preview filter on the 'Claim Form Summary' to toggle between the two options (see section 6.2). Please note that this filter will not be available after the submission deadline.

The Opt Out status cannot be changed after the Bar Date.

Downloads of the Claim Form data are available from the 'Documents' menu – 'Claim Form'.

Please ensure all supporting documents have been uploaded before submission (section 7.6).

When all Claim Form values are correct, click 'Submit All' (see Fig.16.1).

Fig.16.1

The screenshot shows the 'Claim Form Summary' page. At the top, there is a navigation bar with 'Claim Form Summary', 'Inward Claim Form', and 'Documents'. The user is logged in as '(6418553) Example Industries Inc' with a last login of '20/Nov/2014 17:09'. Below the navigation bar, there is a 'Claim Form Summary' section with a dropdown menu set to 'All Currencies (1,383,656.68) USD' and a 'Submit All' button. The main content is a table with the following data:

| Currencies ▲ | Agreed | Outstanding Losses | IBNR | Total Claims | Unpaid Ledger Balances | Total Liabilities |
|-----------------------|---------------------|---------------------|---------------------|-----------------------|------------------------|-----------------------|
| AUD | (1,565.00) | (13,680.00) | 0.00 | (15,245.00) | 0.00 | (15,245.00) |
| CAD | (8,542.00) | (26,350.00) | 0.00 | (34,892.00) | 0.00 | (34,892.00) |
| GBP | (54,239.36) | (78,365.25) | 0.00 | (132,604.61) | (25,000.00) | (157,604.61) |
| USD | (5,049.43) | (15,092.03) | (950,000.00) | (970,141.46) | (105,500.00) | (1,075,641.46) |
| USD EQUIVALENT | (104,618.13) | (181,857.99) | (950,000.00) | (1,236,476.12) | (147,180.56) | (1,383,656.68) |

At the bottom of the table, there are navigation controls: '1' items per page, '10' items per page, and '1 page in total'. A 'Submit All' button is located at the bottom right of the page.

The 'Submit Claim Form Summary' page will be displayed (see Fig.16.2). This shows the Opt Out status from the most recent submission.

Fig.16.2

To Opt Out, select the ‘Yes’ option (see Fig.16.2). This will update the values to remove claims against policies with a book name of ‘OIC Qualifying’.

After the Opt Out status is selected, complete the right hand of the screen with the same password and e-mail address used to initially log in. Also complete your full name in the ‘Submitted by’ field and your position within the company in the ‘Position’ field.

Then ‘Submit’ (see Fig.16.2). The ‘Submission and Opt-out History’ form will be displayed (see Fig.16.3).

Fig.16.3

| ID | Submission Date & Time | Email Address | Contact Name | Position | Opted Out? | Status | |
|----|------------------------|--------------------------|-----------------|----------|------------|------------|----|
| 3 | 06/Aug/2014 16:47:28 | oicstestcreditor1@armour | Test Creditor 1 | Creditor | No | Processing | ⬇️ |
| 2 | 05/Aug/2014 15:24:22 | oicstestcreditor1@armour | Test Creditor 1 | Creditor | No | Successful | ⬇️ |

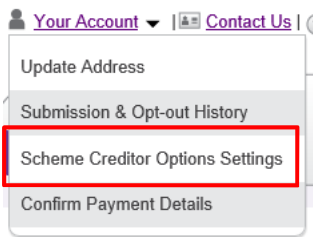
This form is the full history of all Claim Form submissions made, who made each submission and when, as well as the Opt Out status selected for each submission.

It will take a few moments for the process to complete. Clicking ‘refresh’ will change the status from ‘Processing’ to ‘Successful’.

You will be sent an e-mail confirming the submission.

The ‘Submission and Opt-out History’ can be viewed from the ‘Your Account’ menu (see Fig.16.4).

Fig.16.4



As many submissions and changes to the Opt Out status as required can be made to up to the Bar Date and they will be tracked on this screen.

A download of the submission history is available from the 'Documents' menu – 'Claim Form Data'.

The last submission made before the Bar Date will be accepted as your claim submission.

No previous submissions will be reviewed.

17. What happens after Claim Form submission?

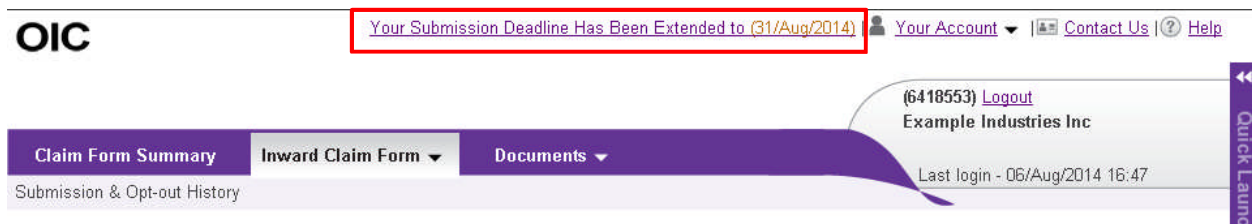
The Run-off Company will review the Claim Form once submitted. If there are any specific issues, or if policies need adding or updating (see section 12), you will be contacted by the Run-off Company.

After the Bar Date has passed, the Claim Form will become read-only. No amendments or additions will be possible by the creditor, but data may still be viewed or downloaded.

After the Bar Date, if further changes to the Claim Form following agreement being reached on claim values etc. are required, a deadline extension will be given enabling amendment and re-submission of the Claim Form by the creditor. The deadline extension will be active for an agreed period of time, after which the Claim Form will return to read only mode. However, it will not be possible to change the Opt Out status. This is fixed per the last submission made prior to the Bar Date.

Fig.17.1 shows how this deadline extension will display at the top of the Claim Form as outlined in red.

Fig.17.1



18. How to contact us

Run-off Company

To contact the Run-off Company, please use one of the following methods:

Email <mailto:OICClosureHelpdesk@armourrisk.com>

Telephone +44 (0) 207 382 2020

Contact OIC Closure Helpdesk

Post OIC Run-Off Ltd
Armour Risk Management Limited
20 Old Broad Street
London
England
EC2N 1DP

Fax +44 (0) 207 382 2001

Appendices

Appendix 1: Recognising and reconciling policies

In order to begin matching policies to those held on the Companies' systems, it may help to use the download feature. Access this by selecting the 'Claim Form' option from the 'Documents' menu and clicking on the brown download arrow to the right of the 'Inwards Policy File'.

Claim Form Summary

Documents

- Claim Form
- Scheme
- Others
- Upload Documents
- My Documents

| Currencies | Agreed | Outstanding Losses | IBNR | Total Claims | Unpaid Ledger Balances | Total Liabilities |
|----------------|--------------|--------------------|--------------|----------------|------------------------|-------------------|
| AUD | (1,565.00) | (13,680.00) | 0.00 | (15,245.00) | 0.00 | (15,245.00) |
| CAD | (8,542.00) | (26,350.00) | 0.00 | (34,892.00) | 0.00 | (34,892.00) |
| GBP | (54,239.36) | (78,365.25) | 0.00 | (132,604.61) | (25,000.00) | (157,604.61) |
| USD | (5,049.43) | (15,092.03) | (950,000.00) | (970,141.46) | (105,500.00) | (1,075,641.46) |
| USD EQUIVALENT | (104,618.13) | (181,857.99) | (950,000.00) | (1,236,476.12) | (147,180.56) | (1,383,656.68) |

Download Claim Form Documents

Documents

Claim Form Data

| Document Name | Updated Date | |
|---------------------------------|--------------|----------|
| Address Detail File | 02/Oct/2013 | Download |
| Insured Settlements File | 02/Oct/2013 | Download |
| Inwards Claim File | 02/Oct/2013 | Download |
| Inwards Claim Form Summary File | 02/Oct/2013 | Download |
| Inwards Policy File | 02/Oct/2013 | Download |
| Ledger Transaction File | 02/Oct/2013 | Download |
| Submissions File | 02/Oct/2013 | Download |

A message box appears presenting the option to either open or save the download as a Microsoft Excel Comma Separated Values (CSV) File or the preferred version.

The following appendices below are examples of an excel policy download.

Example PolicyFile.xlsx - Microsoft Excel

| | R | S | T | U | V | W | X | Y | Z | AA | AB | AC |
|----|-----------|------------|--------------------|---------|---------------------|---------------|----------|--------------------------|--------------------|-----------------|----------------------|----------------------|
| | Limit | Deductible | SIR and/or Primary | Order % | Group Signed Line % | Signed Line % | Disputed | Number of Reinstatements | Limits for BI & PD | Costs Inclusive | Per Occurrence Basis | LPC Policy Reference |
| 2 | 3000000 | 6000000 | 0 | 100 | 0.75 | 0.75 | N | 99=Unlimited | 0 Combined | Y | Aggregate | |
| 3 | 3000000 | 1000000 | 0 | 100 | 0.93 | 0.93 | N | | 0 Combined | Y | Aggregate | |
| 4 | 0 | 0 | 0 | 100 | 0.5 | 0.5 | N | | 0 Combined | Y | Aggregate | |
| 5 | 400000000 | 0 | 0 | 70 | 6.117 | 6.117 | N | | 0 Combined | Y | Aggregate | MA 0V123456 |
| 6 | 400000000 | 0 | 0 | 70 | 6.12 | 6.12 | N | | 0 Combined | Y | Aggregate | MA 0V478912 |
| 7 | 400000000 | 0 | 0 | 100 | 4.232 | 4.232 | N | | 0 Combined | Y | Aggregate | MA 0V345678 |
| 8 | 2000000 | 0 | 0 | 100 | 1.45 | 1.45 | N | | 0 Combined | Y | Aggregate | |
| 9 | 2000000 | 0 | 0 | 100 | 1.45 | 1.45 | N | | 0 Combined | Y | Aggregate | |
| 10 | 2000000 | 0 | 0 | 100 | 1.45 | 1.45 | N | | 0 Combined | Y | Aggregate | |
| 11 | 0 | 0 | 0 | 100 | 1 | 1 | N | | 0 Combined | Y | Aggregate | |
| 12 | 0 | 0 | 0 | 100 | 1 | 1 | N | | 0 Combined | Y | Aggregate | |
| 13 | 0 | 0 | 0 | 100 | 1 | 1 | N | | 0 Combined | Y | Aggregate | |
| 14 | 0 | 0 | 0 | 60 | 25 | 25 | N | | 0 Combined | Y | Aggregate | |
| 15 | 0 | 0 | 0 | 60 | 30 | 30 | N | | 0 Combined | Y | Aggregate | |
| 16 | 0 | 0 | 0 | 60 | 25 | 25 | N | | 0 Combined | Y | Aggregate | |

Example PolicyFile.xlsx - Microsoft Excel

| | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN |
|----|-------------------------|-------------------------|-----------------------|------------|----|----|----|----|----|----|----|
| | Market Policy Reference | Transaction Entry Level | Policy Not Recognised | Payee Code | | | | | | | |
| 2 | | None | N | 6123456 | | | | | | | |
| 3 | | None | N | 6123456 | | | | | | | |
| 4 | | None | N | 6123456 | | | | | | | |
| 5 | B0509AW123456 | None | N | 6123456 | | | | | | | |
| 6 | B0509AW789123 | None | N | 6123456 | | | | | | | |
| 7 | B0509AW456789 | None | N | 6123456 | | | | | | | |
| 8 | | None | N | 6123456 | | | | | | | |
| 9 | | None | N | 6123456 | | | | | | | |
| 10 | | None | N | 6123456 | | | | | | | |
| 11 | | None | N | 6123456 | | | | | | | |
| 12 | | None | N | 6123456 | | | | | | | |
| 13 | | None | N | 6123456 | | | | | | | |
| 14 | | None | N | 6123456 | | | | | | | |
| 15 | | None | N | 6123456 | | | | | | | |
| 16 | | None | N | 6123456 | | | | | | | |

Please note that all policy details have been converted to US Dollars on the Claim Form using the Scheme conversion rates as noted in the Explanatory Statement of the Amending Scheme at the Valuation Date.

Once the policy file has downloaded, match this data to your own company records. It should be noted that the Companies' policy records may not be perfectly complete, and discrepancies may exist across some areas of the data. Set out below are the most useful fields to use to try to match the Companies' policy data with your own, and some of the common problems that may be encountered with this matching exercise.

Underwriting Year

This is the year in which the policy was written. A common discrepancy is where policies provide coverage for more than one year. The Companies' records will usually show a different policy record for each of these years i.e. 1976-1978 could be displayed as three separate policy records.

1976 MR00111176

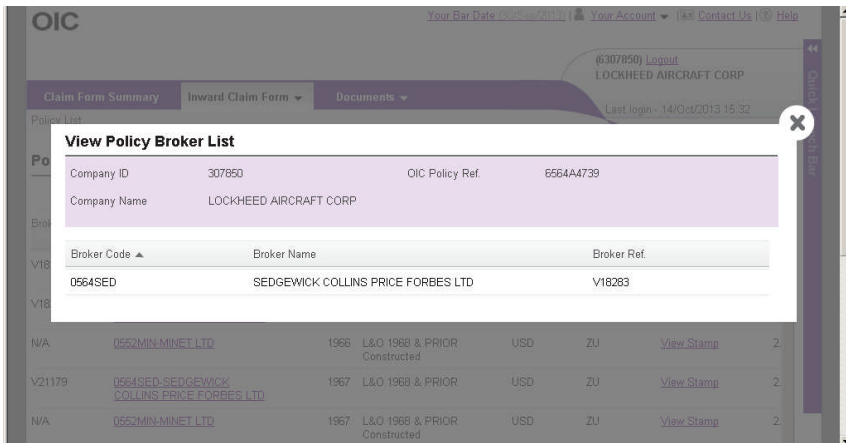
1977 MR00111177

1978 MR00111178

Policy Reference

Please note that there is a field to capture 'Your Reference', the Companies did not retain policyholders' references within their systems but there is an option to record the reference here. Any policyholder references entered and submitted will be recorded on the crystallisation statements. The 'OIC Policy Reference' refers to the Companies' policy reference. This may not match your records exactly but may provide enough information for recognition. The last two digits of the OIC policy reference usually denote the underwriting year e.g. MR00111163, in this case represents 1963. The 'Broker Reference' was not always retained within the Companies' records but where displayed it may assist in the reconciliation process. Brokers' references will vary in format, where the reference is suffixed with an * this indicates that more than one Broker or Broker reference exists for the policy. Only one of the available references will appear on the download, however any others that the Companies are aware of can be viewed in a separate window accessible from the Lead Broker hyperlink on the policy list screen.

| Broker Ref. | Lead Broker | Underwriting Year | Book Name | Currency | Stamp ID(s) | Stamp | Signed L (Sc |
|-------------|---|-------------------|------------------------------|----------|-------------|----------------------------|--------------|
| V18283 | 0564 SED-SEDGEWICK COLLINS PRICE FORBES LTD | 1965 | L&O 1968 & PRIOR | USD | ZU | View Stamp | 1. |
| V18283 | 0564 SED-SEDGEWICK COLLINS PRICE FORBES LTD | 1966 | L&O 1968 & PRIOR | USD | ZU | View Stamp | 1. |
| N/A | 0552 MIN-MINET LTD | 1966 | L&O 1968 & PRIOR Constructed | USD | ZU | View Stamp | 2. |
| V21179 | 0564 SED-SEDGEWICK COLLINS PRICE FORBES LTD | 1967 | L&O 1968 & PRIOR | USD | ZU | View Stamp | 2. |
| N/A | 0552 MIN-MINET LTD | 1967 | L&O 1968 & PRIOR Constructed | USD | ZU | View Stamp | 2. |



Book Names have been added to all policies to help distinguish which Run-off manager administered those policies on behalf of the Companies over the years. Each of these parties will have used their own style of policy reference.

OIC General Scheme and OIC Qualifying Scheme

These include:

1. all OIC policies except
 - OIC/HUG Pool;
 - Commercial Run-off and Personal Lines referred to below; and
2. all L&O policies with an inception date from January 1969 onwards.

| Book name | Affix | Account | Business |
|-----------|-------|---------------|---------------------------------|
| OIG/OIQ | AA | Aviation | Aviation |
| OIG/OIQ | MB | Marine | Building Risk |
| OIG/OIQ | MC | Marine | Cargo Business |
| OIG/OIQ | MF | Marine | Shipping Fleets |
| OIG/OIQ | MH | Marine | Hull/Cover/Treaty |
| OIG/OIQ | ML | Marine | Liability Business |
| OIG/OIQ | MM | Marine | Hire Money Business |
| OIG/OIQ | MR | Marine | Drilling Rig/Energy Related |
| OIG/OIQ | MS | Marine | Species/Valuables Related |
| OIG/OIQ | MV | Marine | Vessels (Various) – Small Hulls |
| OIG/OIQ | MW | Marine | War Related Business |
| OIG/OIQ | MX | Marine | Excess of Loss Business |
| OIG/OIQ | NLC | Non-Marine | Liability Business |
| OIG/OIQ | NLT | Non-Marine | Treaty Liability |
| OIG/OIQ | NFO | Non-Marine | Various - Fire, etc. |
| OIG/OIQ | NFT | Non-Marine | Fire Treaty |
| OIG/OIQ | NFX | Non-Marine | Excess of Loss Business |
| OIG/OIQ | XLX | London Market | Excess of Loss Business |

L&O 1968 & Prior

The policies written by L&O in 1968 and prior years. The first 2 characters will always be the underwriting year.

L&O 1968 & Prior Constructed

There are various reasons why a policy will have been given a constructed book name, including:

- Where full policy details could not be located within the Companies' records.
- If the policy reference has been suffixed with FF, the claims attached form part of a full and final settlement. No further claims/Outstanding Losses covered by the terms of the settlement should be submitted against this type of policy.

OIC/HUG Pool

OIC participated in a pool that was managed by the Alexander Howden Underwriting Group (HUG) also referred to as Alexander Howden Group Agency Management (AGHAM) or Trimark. The first 2 digits of the HUG policy reference represent the underwriting year of that policy and the first letter of the HUG Pool reference indicates the policy type. i.e. X = Inwards, R = Facultative, Q = Quota Share, * = Reinsurance. Therefore 69X100 represents an Inwards Policy with a 1969 underwriting year.

Commercial Run-off and Personal Lines

Commercial Run-off relates largely to Workers Compensation/Employers Liability policies. There are less policy details available within the Companies' records and many claims of this nature may be potentially Protected Liabilities and therefore subject to FSCS rules.

Inception/Expiry date

The inception and/or expiry dates on the policies held in the Claim Form policy records and may be used to reconcile your policies to those in the Companies' systems.

For cover policies the policy inception date shown on the Website will apply to the cover, not the declaration attached to that cover. The expiry date will be blank on this type of policy.

Limit

The policy limits can be compared to those in the Claim Form data to find a match.

Order

If the signed line on the Claim Form varies from that held, it may be because there is a Broker's order on the policy. This will occur when a Broker has only placed a percentage of the risk in the London Market,

e.g. Where the signed line is 80% and there is an order of 60% in some instances the signed line may be held as 48% (60% x 80%). However, this will not occur often and it is more likely that both the Policyholder and the Companies will hold the signed line as 80%.

If the Book Name for the Policy is HUG Pool the order percentage field is being utilised differently. For these policies the Signed line percentage field will hold the share for the whole HUG Pool and the Order Percentage field will hold the OIC share of the HUG Pool. Only the OIC element of the HUG Pool is covered by the Scheme so any claims values distributed to the Claim Form by the Companies will be for only of the OIC share of the pool. The full HUG pool share is being displayed in the Signed line field merely to assist Policyholders to reconcile the Companies' policy records with their own.

Signed Line/Group Signed line

Signed lines are another method of matching the Companies' data to your own. Sometimes the signed line from one policy record will match a signed line from your own policy exactly. However, there may be instances where the signed line on several OIC policies must be aggregated to match one of your own and vice versa.

e.g. OIC holds separately in its records

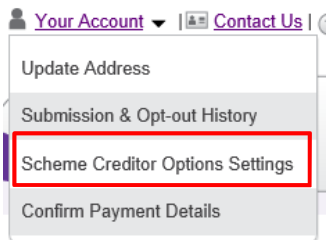
| | |
|--------------|------------|
| Marine | 5% |
| Aviation | 8% |
| Fire | 10% |
| Total | 23% |

Whereas you may only record one policy

| | |
|---------------|------------|
| ABC123 | 23% |
|---------------|------------|

OIC occasionally wrote policies under a group stamp with other participating stamp companies that are not covered by the Scheme. In your records you may only recognise the 'Group Share'. However, only the OIC/L&O proportion of claims under these policies can be claimed under the Scheme. The Claim Form shows both the 'Group Share' and 'Scheme Share' for your information. If your records reconcile back to the 'Group Share' you may prefer to submit your claims at 'Group Share' level.

To submit claims at 'Group Share' go to the 'Scheme Creditor Option Settings' screen from 'Your Account', select the Group Share transaction entry level and 'Save' (see section 9). Claims values are displayed at both 'Group' and 'Scheme Share' but the field that is amendable is controlled by the setting selected here. The system will automatically calculate the 'Scheme Share' and only the 'Scheme Share' will be settled under the Scheme.



OIC Your Bar Date (30/Sep/2013) | Your Account | Contact Us | Help

(6307850) [Logout](#)
LOCKHEED AIRCRAFT CORP
Last login - 11/Oct/2013 17:44

Claim Form Summary | Inward Claim Form | Documents

Scheme Creditor Option Settings

Scheme Creditor Option Settings

Scheme Share will display values for the Orion share of the stamp only. Group Share will display values at Stamp level. All payments will be made at Scheme Share level regardless of the option chosen here.

Transaction Entry Level Scheme Share Group Share

Market Policy Reference

This reference is assigned to the policy by the London Market (LMX). If the market policy reference is displayed, this may provide the most help when trying to match the claim form data with records held by the user.