
Summary Claim Form Guidance Notes

*OIC Run-Off
Limited*

*The London and
Overseas
Insurance
Company Limited*

*(both subject to a
Scheme of
Arrangement)*

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Claim form instructions

The Claim Form Instructions are provided in two formats:

1. 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.

Also available on the public area of the Website:

2. 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.

Summary Claim Form Guidance Notes

These notes set out a description of the Website menus which support the completion of the Claim Form and details of the data fields which must be confirmed, amended or completed in order for the Claim Form to be submitted as described in the Amending Scheme.

Scheme Creditors are encouraged to complete the information required using the Website where they will also find the Detailed Claim Form Completion Notes to ensure that the information is completed accurately.

Scheme Creditors may, as an alternative, request paper copies of Claim Forms. If this option is taken, the Run-off Company will provide a schedule showing details of any Established Liabilities, Agreed Claims and certain policies the Companies have recorded for that Scheme Creditor and the Scheme Creditor will be asked to review and confirm the content of the Claim Form.

Some of the information is provided to assist Scheme Creditors in agreeing and reconciling the information the Companies hold in their own books and records.

Some of the information is required in accordance with the Estimation Guidelines. If Scheme Creditors do not provide all the information required by the Scheme Actuarial Adviser, this may prejudice the amount determined for Notified Outstanding Liabilities and IBNR Liabilities under the Estimation Guidelines.

1. Quick launch bar

The quick launch bar provides details of the number of days until the Bar Date, the Scheme Creditor's current Opt-out status and hyperlinks to other areas of the Website. This bar can be collapsed and reopened as required.

2. Claim Form summary

This page summarises the Total Liabilities of the Scheme Creditor based on the information provided by the Companies and subsequently amended by the Scheme Creditor. The value fields for Agreed, Outstanding Losses, IBNR and Unpaid Ledger Balances are hyperlinked to their respective screens. Where any of these hyperlinks are followed, the list presented will be filtered to contain only the items which contribute to that summary balance. It also provides an Opt-out filter to enable a review of the impact on claims values to be undertaken.

3. Submit Claim Form

In order to submit the Claim Form, the Scheme Creditor must collapse the quick launch bar and choose the 'Submit All' option, where they will be requested to supply certain credentials including their login ID details. This is where Qualifying ILU Policyholders can elect to Opt-out of the crystallisation and payment provisions of the Amending Scheme with respect to all of their Qualifying ILU Policies.

4. Your account section

4.1. Update address

This page provides the contact details held by the Companies for the Scheme Creditor and can be amended by the Scheme Creditor for any necessary changes. When the Scheme Creditor logs on to the Website, they will be presented with this page and asked to confirm or update the details shown.

4.2. Submission and opt-out history

This page allows the Scheme Creditor to examine the status of its Claim Form submission(s).

4.3. *Scheme Creditor option settings*

This page allows the Scheme Creditor to select whether to view the Claim Form data at a scheme share or group share level.

4.4. *Confirm payment details*

This page allows the Scheme Creditor to provide and confirm payment details which will enable Scheme payments to be made by electronic funds transfer or cheque.

5. *Contact us section*

This section provides the Scheme Creditor with contact details for the Scheme Administrators and the Run-off Company. Details of the Scheme Creditor Website login ID should be provided with all correspondence.

6. *Help section*

This section provides access to help documentation in the form of Detailed Claim Form Completion Notes, to assist the Scheme Creditor in completing the Claim Form on the Website.

7. *Inwards Claim Form menu*

7.1. *Claims*

This page lists the claims as recorded in the Companies' books and records and allows the Scheme Creditor to confirm or amend those claims or add additional claims. New claims can be added either from here or from the Amend Policy screen. Clicking on the hyperlink from the claims closing reference will open individual claim details where the following fields are required to be checked, amended or completed:

Field name	Description
Company ID	The internal reference used by the Companies. This cannot be amended.
Company Name	The name of the company insured or reinsured by the policy. This cannot be amended.
Your Reference	This will display any reference the Scheme Creditor has added to the policy.
Claim Sequence number	This is a system generated number. This cannot be amended.
OIC Policy Reference	The internal reference number for the policy used by the Companies. This cannot be amended.
Claim Closing Reference	A unique internal reference number. This cannot be amended. All claims added by the Scheme Creditor will be assigned a reference of 'Added'.
Book Name	Can be either: (1) OIC General Scheme and L&O 1969 & Post General Scheme; (2) L&O 1968 and prior; (3) L&O 1968 & Prior Constructed; (4) OIC/HUG Pool; (5) OIC/L&O Qualifying Scheme; (6) Commercial Run-Off; or (7) Personal Lines. This cannot be amended.
Currency	This is the original currency of the claim. This can only be updated for additional claims.
Major Loss	The major loss. This can only be updated for claims added by the Scheme Creditor, or for all claims with a Book Name of L&O 1968 & Prior, L&O 1968 & Prior Constructed or OIC/HUG Pool.
Loss Date	This shows the date of loss for the claim. This can only be updated for claims added by the Scheme Creditor.

Field name	Description
Casualty Name	A short description of the casualty. This cannot be amended.
LPC Broker Reference	This can only be updated for claims added by the Scheme Creditor.
LPC Closing Reference	This can only be updated for claims added by the Scheme Creditor.
Agreeeds (Scheme)	The gross value of claims that have been agreed at the OIC scheme share level. Defined as 'Established Liabilities' plus 'Agreed Liabilities' at the Companies' scheme share level. Can only be amended if 'Scheme Share' is selected on the Scheme Creditor Options Settings screen.
Agreeeds (Group)	The gross value of claims that have been agreed at the Companies' group share level. Defined as 'Established Liabilities' plus 'Agreed Liabilities' at the Companies' group share level. Can only be amended if 'Group Share' is selected on the Scheme Creditor Options Settings screen.
Outstanding Losses (Scheme)	Notified Outstanding Liabilities at the Companies' scheme share level. Can only be entered if 'Scheme Share' is selected on the Scheme Creditor Options Settings screen.
Outstanding Losses (Group)	Notified Outstanding Liabilities at the Companies' group share level. Can only be entered if 'Group Share' is selected on the Scheme Creditor Options Settings screen.
Description	This is a brief description of the claim. This can only be updated for claims added by the Scheme Creditor.

7.2. Policies

This page lists the Scheme Creditor's policies which are recorded within the Companies' systems and to which claims may apply. If a policy is not included on the list, click on the 'Request Policy' button to request that it be loaded on to the Claim Form, whereupon a message will be sent to the Run-off Company.

Clicking on the hyperlink from 'OIC Policy Ref' button will open the individual policy record, which includes the following fields to be checked, amended or completed:

Field name	Description
Company ID	The internal reference used by the Companies. This cannot be amended.
Company Name	The name of the company insured or reinsured by the policy. This cannot be amended.
Underwriting Year	The Companies' underwriting year. This cannot be amended.
Currency	Currency in which the policy limits are stated. All original currency limits and deductibles have been converted to US Dollars ('US\$').
Class	The class of business for the policy. This cannot be amended.
Stamp*	The underwriting stamp companies and their respective shares for the policy.

Field name	Description
OIC Policy Ref	The internal reference number for the policy used by the Companies. This cannot be amended.
LPC Policy Ref	LPC policy reference. This cannot be amended.
Book Name	Can be either: (1) OIC General Scheme; (2) L&O 1968 and prior; (3) L&O 1968 & Prior Constructed; (4) OIC/HUG Pool; (5) OIC Qualifying Scheme; (6) Commercial Run-Off; or (7) Personal Lines. This field cannot be amended.
Transaction Entry Level	This is set to 'Scheme Share' or 'Group Scheme' depending on what was entered in the Scheme Creditor Option Settings.
Signed Line % (Scheme)*	The Companies' share of order at the Companies' scheme share level. This cannot be amended. If this information is incorrect, please select 'Disputed' from the 'Signed Line Disputed' option.
Signed Line % (Group)*	The Companies' share of order at the Companies' group share level. This cannot be amended. If this information is incorrect, please select 'Disputed' from the 'Signed Line Disputed' option.
Broker reference	Provided to assist in identification of policies (if available).
Your reference	Enter your reference. This field is displayed on the claims list to assist identification.
Insured Name	The original insured name on the policy.
Lead Broker	The lead broker for the policy.
Inception Date	The coverage start date for the policy.
Expiry Date	The coverage end date for the policy.
Policy Type	Policy type description (Direct or Reinsurance).
Policy Transaction Entry Level	This is the transaction entry level for the policy and can be set to 'Scheme Share' or 'Group Share'.
Market Policy Reference	Market Policy reference (if available).
Limit	The claim limit for the policy in US\$.
Deductible	The deductible or excess point for the policy in US\$.
Order %	The order percentage. For the OIC/HUG Pool Book Name, this relates to the OIC share of the HUG Pool.

Field name	Description
Signed Line disputed	Check this box to indicate that the signed line is disputed. If this box is checked, once the policy is saved a message will be sent to the Run-off Company.
Costs Inclusive	Check 'Yes' to indicate that defence costs are included in the limits. Leave blank if the defence costs are in addition to the stated limits.
Number of Reinstatements	The number of reinstatements available under the policy (99 = unlimited).
SIR (Self Insured Retention) and/or Primary Coverage	In some cases a direct or facultative policy will be subject to a self-insured retention or primary coverage deductible. 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	'Occurrence' indicating that the limits apply to claims on a per occurrence basis. 'Aggregate' indicating that the limits apply only on an aggregate basis. 'Both' indicating that the limits are the same for both types of claim.
Assigned	Indicates that the policy has been assigned to a third party. If assigned please check the field and enter the name of the Assignee. Once saved, a message to this effect will be sent to the Run-off Company.
I do not recognise this policy	Check this box if you do not recognise the policy. If this box is checked, a message will be sent to the Run-off Company.

**The Companies commenced underwriting marine and non-marine risks through a pooling arrangement that it managed on behalf of other participating pool members. The Companies would administer the underwriting stamp on behalf of other pool members or provide a proportional arrangement whereby an agreed amount of each involvement would be passed to the respective subscriber. For further information on the other participating members of this pooling arrangement that may be party to your claim, please contact the Run-off Company.*

7.3. Insured

This page lists those Insureds that appear on the policies provided on the Claim Form. The Scheme Creditor can access and update the Insured List screen and add, amend or disable an Insured. Disabling an Insured will not remove it from any existing policies but will remove it from the drop down list on the amend policy screen. The number of policies for the Insured is displayed as a hyperlink. This hyperlink can be followed to the Policy list screen where a list, filtered by policies for that Insured, is displayed.

The Scheme Creditor can provide details of any market settlements to which it has been a party and which it considers should be taken into account when agreeing its claim. The following fields require completion:

Field name	Description	Further information/supporting evidence required
Market Settlement Date	The date the settlement was agreed with the London market.	The Scheme Creditor should include details of its Website login ID with all correspondence. This information should be sent to the Run-off Company.

Field name	Description	Further information/supporting evidence required
Settlement Type	Select a type from the list of settlement types. If the correct type is not shown please contact the Run-off Company to advise them of the correct type.	
Settlement Amount	The amount paid to the insured by the London market in US\$.	

7.4. Ledger

This page lists those additional claims and transactions which have not been allocated to a specific policy. To include additional Ledger Items, the Scheme Creditor must use the 'Add Ledger Item' option on the Ledger List screen. Only Ledger items added by the Scheme Creditor can be amended or deleted, using either the 'Edit' or 'Delete' icons on the Ledger List screen or from the Transaction Detail screen. Click on the ledger number hyperlink to view an individual ledger item. The following fields are required to be checked, amended or completed:

Field name	Description
Company ID	The internal reference used by the Companies. This cannot be amended.
Company Name	The name of the company to which the transaction relates. This cannot be amended.
Ledger Number	The internal transaction reference number. This cannot be amended.
Transaction Type	Shows the type of transaction which is either 'Insurance' or 'Other'. This cannot be amended.
Signing Date	The date the closing/ledger item was processed by a bureau or the date that the Companies entered the closing/ledger item on to the system. If a ledger item is added, the date is set automatically to the input date and cannot be amended.
Posting Date	Date of posting to the Companies' ledger system. If a ledger item is added, the date is set automatically to the input date and cannot be amended.
Currency	This is the original currency of the transaction. This can only be updated for additional ledger transactions.
Lead Broker	The broker or intermediary who has processed the transaction. This can only be updated for additional ledger transactions.
Amount	Original currency amount. This can only be updated for ledger transactions added by the Scheme Creditor.
Transaction Description	Additional description of the transaction. This can only be updated for ledger transactions added by the Scheme Creditor.

7.5. IBNR

This page allows the Scheme Creditor to input summary values for IBNR, split between Qualifying Liabilities and all other types of Scheme Liabilities. Policy details for all IBNR claimed must be present on the Claim Form. If they are not present please use the New Policy Request functionality or contact the Run-off Company.

8. Documents menu

8.1. Claim Form

8.1.1. Claim Form data

This page allows the Scheme Creditor to download the information that appears on the Claim Form (including Established Liabilities and Agreed Liabilities, and details of any Notified Outstanding Liabilities added by the Scheme Creditor) and save as Excel spreadsheets. These spreadsheets will reflect the current saved position on the Claim Form whether it has been submitted or not. **Crystallisation statements**

When the Scheme Creditor's Claim Form has been accepted and processed, details of all Gross Liabilities and Net Liabilities that have been agreed between the Scheme Creditor and the Companies will be posted to this page to enable the Scheme Creditor to review and confirm agreement.

8.1.3. Set off values – subject to amendment

Where the Scheme Creditor has a two way relationship with the Companies, a Loss Report can be downloaded and saved as an Excel Spreadsheet. This 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).

8.1.4. General documents

This page allows the Scheme Creditor to download any other general Claim Form documentation. For example, with respect to Qualifying ILU Policyholders only, an Opt Out Form can be downloaded for completion and sent to the Run-off Company to confirm their decision to Opt-out.

8.2. US chapter 15 court hearing

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

8.3. Court sanction hearing

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

8.4. Scheme

This page provides the Scheme Creditor with access to download various documents relevant to the Scheme, including the Original Scheme and Amending Scheme documents and the Amending Explanatory Statement.

8.5. Others

This page provides the Scheme Creditor with access to download various other documents in relation to the Companies including press releases, market communications and annual reports.

8.6. Upload documents

This page allows the Scheme Creditor to upload any supporting documentation to the Claim Form.

8.7. My documents

This page allows the Scheme Creditor to view, download and/or delete documents which have been uploaded using the 'Upload documents' option.

9. Correspondence

The Scheme Creditor should include details of its Website login ID with all correspondence. All further information/supporting evidence requested in the tables above should be sent to:

Armour Risk Management Limited

20 Old Broad Street

London

EC2N 1DP United Kingdom

By e-mail: OICClosureHelpdesk@armourrisk.com

By phone: +44 (0) 20 7382 2020

By fax: +44 (0) 20 7382 2001