

**APPLICATION FOR A RENEWAL OF A CERTIFICATE TO PROVIDE UK  
ACTUARIAL OPINIONS FOR LLOYD'S SYNDICATES**

**NOTES ON COMPLETION OF THIS FORM**

1. If you are unsure whether you should complete the form, you are strongly advised to discuss the matter with the Secretary of the Professional Affairs Board before doing so.
2. The form has three parts - Personal Details, Questionnaire and Certificates.
3. Personal Details: Please complete this section.
4. Questionnaire: All applicants should complete the Questionnaire. Members should disclose 'spent' convictions under the Rehabilitation of Offenders Act 1974 if they relate to either an offence involving fraud or other dishonesty; or an offence under legislation (whether or not of the United Kingdom) relating to companies (including insider dealing), building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or financial services, insolvency, consumer credit or consumer protection; by virtue of Financial Services and Markets Act 2000 (FSMA). Only formal written comments, judgements or end of investigation complaints should be noted. \*This includes Affiliates who are Fellows of the Casualty Actuarial Society.
5. Certificate 2: refers to knowledge and experience. It is particularly important in interpreting this note that the appropriate knowledge and relevant experience are determined in relation to the type of business written by the syndicate(s) to which you expect to be appointed. Details, including the main class of business written by the relevant syndicate(s), should accompany this certificate in respect of any opinions you have signed over the last twelve months. These details are required regardless of whether or not you anticipate that the same syndicate(s) will engage you for the period covered by this certificate. Details of the work you have done for any Lloyd's syndicates, including the main classes of business should be provided.

The following FSA guidance is also relevant.

To comply with SUP 4.6.3R and *Principle 3*, before the Lloyd's actuary takes up his appointment the *Society* should ensure that the *actuary*:

- (1) has skills and experience appropriate to the nature, scale and complexity of the *Society's* business and the requirements and standards under the *regulatory system* to which it is subject; and
- (2) has adequate qualifications and experience, which includes holding an appropriate practising certificate under the rules of the Faculty or Institute of Actuaries;

and seek confirmation of these for the *actuary* or the *actuary's* current and previous employers, as appropriate.

To comply with SUP 4.6.11R and *Principle 3*, before a *syndicate actuary* takes up his appointment a *managing agent* should ensure that the *syndicate actuary*:

- (1) has skills and experience appropriate to the nature, scale and complexity of a *syndicate's* business and the requirements and standards under the *regulatory system* applicable to the activities of managing agents in relation to each *syndicate* which they manage; and
- (2) has adequate qualifications and experience, which includes holding an appropriate practising certificate under the rules of the Faculty or Institute of Actuaries;

and seeks confirmation of these from the *syndicate actuary*, or the *syndicate actuary's* current and previous employers, as appropriate.

6. Certificate 3: You are required to satisfy the Profession's Continuing Professional Development (CPD) requirement. Two-thirds of the formal requirement of fifteen hours, i.e., ten hours of verifiable activities to be on subjects technically relevant to general insurance. Not less than five of the ten hours of technically relevant study should relate to verifiable activities that are not attended only or mainly by members of the same firm. These requirements should normally be fulfilled each year, but in exceptional circumstances which must be cleared with the Membership & Certificates Team in advance averaging over a period of up to three years is possible as long as reasonable justification is given. The Profession provides an on-line form which must be used for this purpose.

Certificate 4: Attendance at a Professionalism Course for recent qualifiers, and thereafter at least once in every 10 years. Actuaries who are in category 1 and have not attended an event in the last ten years are encouraged to attend an event as soon as possible.

7. The completed Application Form should be sent to the Membership & Certificates Team together with the appropriate fee, not less than 2 weeks prior to the due date. Cheques should be made payable to **The Actuarial profession**.

All Certificates are valid for one year.

8. As communications are being made via e-mail with Actuaries who hold practising certificates, you are advised that if you have not already done so, you should inform the Membership & Certificates Team of your e-mail address.

***When completed the form should be returned together with payment to -***

Membership & Certificates Team  
The Actuarial Profession  
Maclaurin House  
18 Dublin Street  
Edinburgh EH1 3PP