We recently issued a communication to market firms outlining the key dates for the planned shutdown of the old platform (Ebix v3). To re-cap, these dates are as follows –

- **October 1st, 2023:** the option to initiate new placements on the old platform (PPL v3) will be disabled.

- **December 15th, 2023:** the option to initiate endorsements on PPL v3 will be disabled.

- **December 31st, 2023:** user access to PPL v3 will be removed.

- Subsequently the platform will be decommissioned and all data held will be deleted.

This update will provide further information in respect of the detailed instructions and guidance for what market firms should do to prepare for shutdown.

1. What data can I get from PPL v3?

MI Extracts

The PPL v3 platform allows market firms to run a detailed extract to provide a list of firm orders at contract level by organisation hierarchy, contract status and class of business. These can be requested either at risk or transaction level by Super Users[1].

NB. The maximum period for an extract is 367 days, so it is recommended that you download and store each year separately.

Single Risk Audit Trail and Associated Documents

The PPL v3 platform allows market users to download their Audit Trail and associated documents on a risk-by-risk basis.

Audit Trail and Associated Documents for all Platform Activity

Aiming to provide a single extract covering all activity and associated documents by the end of August.

2. Single Extract Audit Trail

This section sets out proposed process for requesting an Audit Trail and Associated Documents for all platform activity.

Proposed process

a. Once an organisation has ceased trading via the v3 Platform, Super Users[1] can request their Audit Trail via the platform.
b. All non-Super Users access will be disabled to ensure no further activity is undertaken.
c. PPL will authorise the request to ensure it has come from an authorised individual.
d. Ebix will make the complete Audit Trail available for download via the v3 platform (once authorised via PPL).
e. The Audit Trail will be available for download by the market firm's Super Users.

[1] Super User is a role on PPL v3 that enables a user to download MI extracts from the platform, e.g. Org Config, so it is assumed they have authority to request Audit Trails on behalf of their organisation.

Extract Structure and Content

The single extract Audit Trail will be extracted by Programme, with data starting from Day 1 of the PPL v3 platform in order to provide a complete history.

The extract content will be in the same structure that is available via the Messages and Documents screen, e.g., a folder containing a number of files. This folder and file structure are explored in the following sections.

Extract Folder Structure

The structure of the extract will be as follows: -

- *Broker → Department → YearMonth[2] → Programme*

- *Underwriter →YearMonth[2] → Programme*

[2] *The YearMonth folder will be named and grouped by programme creation date (for brokers) and first date of participation (for carriers).*

Extract File Structure

Each audit extract file per programme will be structured as follows: -

Programme1 → Audit.pdf   Programme2 → Audit.pdf

→ Document 1   → Document 1

→ Document 2   → Document 2

→ Document 3   → Document 3

The expanded Audit Trail will be in PDF format and supporting documents in the format in which they were uploaded.

Extract Metadata

A metadata file will be created at Company level for each Audit Trail extract to enable better search capability post download. This will be a CSV file and will be composed as follows: -

Extract Field Name	Quote Field Name	Firm Order Field Name	Endorsement Field Name
Reference			
(Re)Insured			
Period from			
Period to			
Description			
Document Name			
Department			
YearMonth			
Programme			

Placing Platform Limited
WeWork 8th Floor, 2 Minster Court, London, EC3R 7BB, United Kingdom
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The Department, YearMonth and Programme fields have been included to facilitate the ease of searching the Single Audit Trail and reflect the extract file structure.

There will be one row per document. Therefore, if there is an audit PDF and other document(s) relating to a single UMR, the metadata will have two or more rows. The only difference in the rows would be the Document Name.

3. Actions for market firms

a. Determine if your firm wants to obtain copies of your Audit Trails, MI Extracts, or both from PPL v3.

b. To review your Super Users on PPL v3 and determine if they should be allowed access to your MI Extracts and Audit Trails. You can review your Super Users via the PPL platform or by contacting pplenquiries@placingplatformlimited.com.

c. Inform PPL of any new Super Users that need to be set up or removed via pplsupport@ebix.com. **NB**. It will be assumed that all Super Users can access the Audit Trails, therefore any Super Users that should not have access will need to be removed in advance.

d. Ensure your users are trained on PPL Next Gen in readiness of the shutdown. For more information, please see our dedicated training page on our website https://placingplatformlimited.com/training/.

4. Next steps for PPL

PPL will issue a further communication in September to confirm: -

*   How the Audit Trail functionality will work in more detail.

*   The options a user has once the ability to initiate new placements and endorsements via PPL v3 is disabled e.g. can an accepted risk still be signed and closed.

Support & Feedback

If you have any questions or queries relating to this document, or any other enquiry relating to PPL, please email pplenquiries@placingplatformlimited.com.