

## INTRODUCTION

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We can provide a full range of insurance management services through BWCI Insurance Management Limited, a Guernsey registered company which is licensed as an Insurance Manager under The Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law, 2002.

## MARKETING ADMINISTRATION

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We can provide representative office facilities, including meeting rooms and dedicated telephone lines to deal with enquiries from prospective investors and intermediaries.

If required, we could arrange for automatic switching of telephone enquiries to a central processing team within the client's Group. We can respond to enquiries and issue illustrations and literature.

## POLICY ADMINISTRATION

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We can provide underwriting facilities and can issue acceptances and policy documents. Thereafter, we can maintain policy files, invoice and collect premiums and process surrenders and claims (including investigation of title).

We can also arrange for the payment of commissions and can handle reinsurance matters.

## UNIT ADMINISTRATION

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We can maintain unit records and can calculate unit prices of internal unit funds. We can also process fund switches and provide unit statements annually, or as required.

## ACCOUNTING FUNCTIONS

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We can maintain accounting books and records and can prepare management information and reports as required. This will include the monitoring of bank accounts and invested funds and liaison with bankers and investment managers.

We would prepare full annual accounts in an agreed format and would arrange for their audit.

## STATUTORY FUNCTIONS

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We can provide local directors and company secretarial services, including the provision of a registered office and nominee shareholders, and can arrange Board Meetings and Annual General Meetings.

We would prepare and file the returns required under Guernsey company law and insurance law. We can also act as General Representative of an insurance company under The Insurance Business (Bailiwick of Guernsey) Law, 2002.

## FURTHER INFORMATION

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Established in 1979 the BWCI Group is the largest group of actuaries and consultants in the Channel Islands with over 100 staff encompassing a wide range of disciplines.

The BWCI Group is a member of Abelica Global, the international network of leading independent actuarial firms.

For further information on these and other insurance services provided by the BWCI Group, please contact [insurance@bwcigroup.com](mailto:insurance@bwcigroup.com) or visit our website at [www.bwcigroup.com](http://www.bwcigroup.com).



### **Focused**

because we are focused on our clients' needs and provide a service to suit their individual requirements.

### **Practical**

because we deliver solutions in practical, commercial and cost-effective ways.

### **Innovative**

because we seek innovative solutions to complex financial problems using advanced analytical tools and software.

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