



February 25, 2008

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Annual Call for Annual Statement Data,  
Expense Experience and Installment Payment Data

Annually, the North Carolina Rate Bureau, the North Carolina Reinsurance Facility and the North Carolina Insurance Guaranty Association collect the statutory Property and Casualty Annual Statements and Insurance Expense Exhibits for various purposes. The Bureau also collects Private Passenger Automobile, Homeowners, Dwelling and Mobile Homeowners Expense Experience as well as Installment Payment data. The use of this data includes preparation of rate filings, apportionment of expenses, and determination of expense allowances and assessments.

To facilitate collection of this data, the Governing Committee has authorized the Bureau to obtain copies of the Property and Casualty Annual Statement and Insurance Expense Exhibit filings (the same filings that member companies are required to submit to the National Association of Insurance Commissioners (NAIC)) along with the Expense Experience and Installment Payment data. This year, the due dates for the data are as follows:

<b>ANNUAL CALL</b>	<b>DUE DATE</b>
Annual Statement	March 10, 2008
Insurance Expense Exhibit	April 1, 2008
Automobile Expense Experience	April 21, 2008
Installment Payment Charges	May 5, 2008
Property Expense Experience	June 2, 2008

The Governing Committee of the North Carolina Rate Bureau has approved the implementation of a penalty fee for late submission of annual data calls. A penalty fee of \$100.00 per day will be imposed for all late submissions. Member companies are urged to meet the requested due date to avoid this late penalty charge.

The Rate Bureau is pleased to announce the introduction of the new Industry Data Collection (IDC) system to be utilized in the collection of the data. This new system is now available for use and can be accessed by logging onto NCRB's [Member Services Portal](#). On February 25<sup>th</sup>, the Rate Bureau

granted access to the new IDC system to all carrier group administrators. For additional information on how to access the IDC system, please refer to the [Circular Letter To All Member Companies dated January 10, 2008](#).

By [Circular Letter To All Member Companies dated February 8, 2008](#), the Rate Bureau announced a number of web training sessions that are available to train company representatives on the use of the new IDC system. Please reference the information in the circular for the dates and times and registration process. In addition, an [IDC Getting Started Guide](#) and an [IDC User Guide](#) is now available on the Personal Lines section of the Rate Bureau's web site. The Getting Start Guide gives carriers a very brief introduction to the system and a high-level overview of how to submit data. The User Guide is a more comprehensive document that will walk carriers step by step through the submission of data.

For additional information, contact the Rate Bureau Information Center at (919) 582-1056 or [help@ncrb.org](mailto:help@ncrb.org).

Very truly yours,

F. Timothy Lucas

Personal Lines Manager

FTL:dms

A-08-3