



NORTH CAROLINA RATE BUREAU
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January 16, 2003

CIRCULAR LETTER TO ALL MEMBER COMPANIES
(Home Offices Only)

Re: Call for 2002 Fire and Casualty
Annual Statement and Insurance Expense Exhibits
E-Mail Filing

Annually, the North Carolina Rate Bureau, the North Carolina Reinsurance Facility and the North Carolina Insurance Guaranty Association collect the statutory Fire and Casualty Annual Statements and Insurance Expense Exhibits for various purposes. The uses include preparation of rate filings, apportionment of expenses, determination of expense allowances and assessments.

To facilitate collection of these data, the Governing Committee has authorized the Bureau to obtain copies of the Fire and Casualty Annual Statement and Insurance Expense Exhibit Filings. These are the same filings that member companies are required to submit by March 1 and April 1 each year to the National Association of Insurance Commissioners (NAIC).

The 2002 filings are to be submitted electronically. The electronic filings are **required** to be in text format **NOT PDF and NO HARD COPY**. Unless otherwise noted, it will be assumed that your submission is a true and accurate copy of the data submitted to the NAIC.

Please e-mail to annualstatements@ncrb.org. The Annual Statement and Insurance Expense Exhibit files should be named cocodeolm.s or cocodeola.s with cocode representing the Company's NAIC company code.

It is imperative that the Annual Statement e-mail filing is received in this Office **no later than March 1, 2003** and the Insurance Expense Exhibit e-mail filing be received in this Office **no later than April 1, 2003**. If the electronic filings are not received by their respective due dates, then the North Carolina Rate Bureau may be forced to consider implementing a late filing fee.

Very truly yours,

Ellen S. Holloway

Statistical Data Technician

ESH:dp
G-03-H01