



May 11, 2026

CIRCULAR LETTER TO ALL MEMBER COMPANIES

**Re: Standard Practice Manual Revisions**

**Summary:**

- **Formatting:** Non-substantive revisions in Sections 3,4,5 and 6, **not content related**
- **Section 3, Exhibit A-1, B-2:** Removal of 30/60/25 minimum limits wording
- **Section 4:** Removal of outdated internal NCRF accounting procedures

The Board of Governors approved revisions to the Standard Practice Manual, which are effective immediately. The approved revisions are largely non-substantive and administrative in nature.

First, the formatting of the manual was revised on several pages in Sections 3,4,5 and 6. Specifically, all two-column pages were changed to a single-column format to improve readability and consistency. Other minor formatting changes were made; however, there were no changes to the actual wording or guidance in the manual.

Second, Exhibits A-1 and B-2 in Section 3 were revised removing the final remaining references to \$30,000/\$60,000 bodily injury and \$25,000 property damage limits. See circular [RF-26-2](#) for additional details regarding this change.

Lastly, certain internal NCRF accounting procedures have been removed from Section 4 of the manual as these internal processes were outdated and not applicable to member company responsibilities. No changes have been made to member company obligations as a result of these revisions.

An updated version of the Standard Practice Manual reflecting these changes is now available on our website at [www.ncrb.org/ncrf](http://www.ncrb.org/ncrf). If you have any questions, please contact 919-783-9790 or email [ncrfsupport@ncrb.org](mailto:ncrfsupport@ncrb.org).

Sincerely,

Thomas Burns

Chief Operating Officer

North Carolina Reinsurance Facility

TFB:lad

RF-26-6