



March 12, 2024

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Ceded Commercial Automobile Data Call

Each year, the North Carolina Reinsurance Facility (NCRF) requires member companies to submit ceded commercial automobile data. This data is used in the Facility's annual ceded commercial automobile rate review. Companies that have not ceded any commercial business to the Facility in the last eight years do not need to participate in this data call.

Which member companies are required to participate in the data call?

- Companies which ceded "other than private passenger auto" liability from CY 2016 – 2023

Next steps for companies required to participate in the data call:

1. Contact David Edwards (MDE@ncrb.org) no later than **April 15, 2024**, with:
 - a. The names of data call contact(s) and their contact information. (e-mail, phone)
 - b. NCRF Code(s), NAIC Number(s), & Company Name(s) owned by each contact.
2. (*Optional*): Data call contact(s) should sign up for one of the training sessions below:

Training	Time	Date
Ceded Commercial Auto - New Process	10 AM EST	April 22, 2024
Ceded Commercial Auto - New Process	2 PM EST	April 30, 2024

Reason to attend training: The method of data submission is changing this year. In past years, an Excel file was required. In 2024, a text file submission to our IDC website will be required.

3. Data call contacts should review the following links before submission:
 - a. [IDC Guidebook](#): Pages 2-4 (systems access). Pages 21-23 (data call instructions)
 - b. [Data Call Layout](#): This link explains how to format each data element in the text file
 - c. [Common Errors](#): Read this and double check for errors in your data before submission
 - d. [NCRF Codes](#): Comprehensive list of class codes, limit codes, zone and territory codes
 - e. [FAQ](#): Refer to this document for questions about the data call
4. Submit your data via text file to the IDC website between **May 1, 2024 and June 3, 2024**.

The final due date for completed data submissions is **June 3, 2024**. The timely and accurate submission of your company's data is vital to the Facility's rate making process. To encourage timely submission, the NCRF Board of Governors has approved the implementation of a Penalty for Late Submission of Requested Data. A penalty of \$100 per day will be imposed for all late submissions. Member companies are urged to meet the requested due date to avoid the penalty for a late submission.

If you have any questions, please contact David Edwards at (919) 582-1029 or email MDE@ncrb.org.

Sincerely,

Tom Burns

Director of Auto Operations

North Carolina Reinsurance Facility

TFB:lad

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