



NORTH CAROLINA REINSURANCE FACILITY
5401 Six Forks Road • Raleigh NC • 27609
(919) 783-9790 • www.ncrb.org
(919) 783-0355 - Fax

October 7, 2003

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: NCRF Audit Request Letters

Each member company is subject to audit by the North Carolina Reinsurance Facility to ensure compliance with Facility procedures. The Facility, under the Rules of Operation, may review upon reasonable notice a member's policy and/or claim files that are ceded to the Facility.

In our continuing effort to provide quality services in the most efficient, timely, and cost effective manner, the Reinsurance Facility Compliance Department is making plans to notify all member companies via e-mail, for these requests for information.

It is our intention to maintain a NCRF Compliance Department e-mail contact list for each of the following areas: Private Passenger Auto Audit, Commercial Auto Audit, Claims Audit and Ernst & Young Audits, for each carrier or carrier group. Therefore, we need to know the contact person to receive Facility audit electronic request notifications for each area specified above.

In preparation for the implementation of this e-mail service, we need the e-mail address for the contact person whom you wish to act as the notification contact for your company. Please complete the attached form and return it by mail, fax or email to the attention of Linda Sine at lls@ncrb.org as soon as possible, but no later than October 30, 2003.

Sincerely,

Linda L. Sine

Private Passenger Auditor

Attachment

RF-03-13

E-MAIL NOTIFICATION INFORMATION

(Please Print)

NCRF Audit Requests for Information

Private Passenger Auto Requests:

Contact's Name _____

Company Name _____

Telephone Number _____ E-mail Address _____

Commercial Auto Audit Requests:

Contact's Name _____

Company Name _____

Telephone Number _____ E-mail Address _____

Claims Audit Requests:

Contact's Name _____

Company Name _____

Telephone Number _____ E-mail Address _____

Ernst & Young Audit Requests:

Contact's Name _____

Company Name _____

Telephone Number _____ E-mail Address _____