

**TO: MEMBERS OF THE FACILITY ASSOCIATION**  
**ATTENTION: CHIEF EXECUTIVE OFFICER**  
**BULLETIN NO.: F19 – 095**  
**DATE: DECEMBER 18, 2019**  
**SUBJECT: PLAN OF OPERATION AMENDMENTS – NEWFOUNDLAND & LABRADOR RISK SHARING POOL**

We are pleased to inform you that following the close of the vote on Friday, December 13<sup>th</sup>, the proposed amendments to the Plan of Operation sent to the members for a mail vote via bulletin F19-076 have been approved by the membership.

The results of the mail vote are as follows:

<u>Total eligible Votes</u>	<u>Votes in Favour</u>	<u>Votes Opposed</u>
2,872	2,376	Nil

The amendments are approved with 82.7% of the member votes in support.

While the amendments will come into effect once the appropriate regulatory approvals have been obtained, we are working toward an availability of the Risk Sharing Pool (RSP) for Newfoundland and Labrador (NL) by mid-year 2020.

To that end, we have begun the work to expand the RSP Portal and Web Services for member company submissions.

To assist members writing in NL with their own preparations, we are providing the draft Eligibility Manual and draft Procedures Manual for use in developing business and systems specifications. Testing capabilities at IBC for the Portal and Web Services will be available beginning in April 2020.

Members will be advised of appropriate effective dates and implementation timelines as we receive approvals from the regulators.

Please note that a copy of this bulletin, and the accompanying draft manuals are being provided to your Facility Association Risk Sharing Pool Project Manager.

Please direct any questions about the Plan of Operation directly to me at [smatheson@facilityassociation.com](mailto:smatheson@facilityassociation.com) or 416-644-4915.

Saskia Matheson  
President & CEO

Attached.

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# RISK ELIGIBILITY

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## A. All Applicants Must Be Able To Obtain Automobile Insurance

This section outlines the criteria used to determine the eligibility for transfer to the Risk Sharing Pool (RSP) for the following:

- New business
- Renewals
- Portfolio Transfers
- Policy Changes (endorsements)
- Mid-Term Transfers (with no policy change)

### Background

The Insurance Companies Act of Newfoundland & Labrador places the obligation on the Facility Association, through its Plan of Operation, to provide a contract of automobile insurance to owners and licensed drivers of motor vehicles, who but for the Plan, would be unable to obtain such insurance. Every insurer writing automobile insurance in Newfoundland & Labrador is a member of the Facility Association and must abide by the Plan of Operation.

An amendment to the Newfoundland & Labrador Insurance Companies Act, RSNL1990 Chapter I-10, Bill 6, Section 98, subsection (2.1)<sup>1</sup> came into effect on August 1, 2019. The amendment required the Facility Association to include in its Plan of Operation a provision with respect to the establishment and operation of a Risk Sharing Pool for members.

### Mandate

Facility Association members must ensure that every applicant for automobile insurance receives a contract of insurance.

Members must accept an application for automobile insurance unless there is an underwriting rule approved by the Newfoundland & Labrador Public Utilities Board of Commissioners of Public Utilities that permits members to decline the application. Members that accept an application may either:

- a. Write the automobile insurance contract solely for the members own account, or;
- b. Write the automobile insurance contract and transfer the risk to the Risk Sharing Pool in accordance with the provisions of the Plan of Operation

Facility Association members in Newfoundland and Labrador are required to complete the Newfoundland & Labrador Public Utilities Board's (PUB) Facility Association Residual Market Placement report as prescribed by the PUB.

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<sup>1</sup> <https://www.assembly.nl.ca/Legislation/sr/statutes/i10.htm>

## B. Risk Eligibility for the Risk Sharing Pool

A risk is eligible for the RSP if it meets all of the following criteria:

**1. THE RISK INSURED IN ACCORDANCE WITH THE AUTOMOBILE INSURANCE ACT AND THE VEHICLE REGISTERED IN NEWFOUNDLAND & LABRADORAS PER THE HIGHWAY TRAFFIC ACT.**

**2. THE VEHICLE IS A PRIVATE PASSENGER VEHICLE DEFINED AS:**

A. A motor vehicle not weighing more than 4500kg that is:

- Used for pleasure OR
- Used for driving to or from work or school OR
- Used for business purposes, including farming operations OR
- Used for Ridesharing when the application is turned *off*.

B. The following are not included in the definition of Private Passenger Vehicles:

- A motorcycle, power bicycle or moped
- A vehicle used for commercial purposes, including, but not limited to:
  - A vehicle used for transporting individuals for compensation, delivery of goods, courier or messenger service, parcel delivery, meal delivery or driver training
  - A vehicle rated under a fleet formula
  - A short-term lease or rental vehicle
  - A funeral vehicle
  - A vehicle held for sale or used for demonstration or testing
  - A vehicle used for Ridesharing when the application is turned *on*, or for taxicab services or commercially licensed limousine or livery services.
- An emergency vehicle
- A recreational vehicle
- A vehicle registered as an antique vehicle
- All-terrain, snowmobile, miniature motorized vehicle or any other off-highway vehicle.

### Note:

- i. Business use does not include use listed under Commercial or Public sections even though Private Passenger rates determine the vehicle premium. Business use excludes vehicles used to carry passengers for compensation on behalf of Transportation Network Companies.
- ii. Pickups, trucks and vans rated as 'farm use' i.e. Class 33 or 34 are not eligible for the RSP. These vehicle types are only eligible for the RSP if rated as private passenger with farm use and there is another similar vehicle on the policy rated for commercial use.
- iii. Ridesharing defined as a service through which passengers obtain and pay for on-demand transportation.

**3. THE RISK DOES NOT HAVE AN UNDERWRITING RULE APPROVED BY THE BOARD OF COMMISSIONERS OF PUBLIC UTILITIES THAT PERMIT THE MEMBER TO DECLINE THE RISK**

**4. THE RISK IS INSURED FOR AT LEAST THE MINIMUM MANDATORY ROAD COVERAGE**

Note: Once a vehicle with road coverage is in the RSP, temporary removal of all coverage except Comprehensive/Specified Perils or suspension of coverage using END 16 will not disqualify the risk from the RSP; the vehicle may remain in the RSP until renewal. The vehicle would be ineligible for the RSP if minimum mandatory road coverage is not added to the vehicle on renewal

**5. THE POLICY TERM TRANSFERRED DOES NOT EXCEED 12 MONTHS.**

Note: At the end of the policy term, the risk will be eligible for another term in the RSP not exceeding a 12-month period

**6. THE RISK RATED AND CLASSIFIED IN ACCORDANCE WITH MEMBERS OWN RULES AND RATES APPROVED BY THE BOARD OF COMMISSIONERS OF PUBLIC UTILITIES.**

**I. System Generated Rates**

The application of system rounding rules, waiving of additional premiums below a certain limit on midterm changes and other calculation differences resulting from generated rates are acceptable deviations from the published, approved rates where such rules form part of members rating rules and algorithms on file with Board of Commissioners of Public Utilities.

**II. Data Entry Mistakes.**

A transcription error resulting in an incorrect premium or risk classification will not deem the risk as ineligible for the RSP. Members are required to remediate and the onus is on members to substantiate transcription errors as clerical in nature.

**III. Incorrect Classification / Rating.**

Any deviation from the approved classification rules and/or rates, which do not result from (I) system application or (II) proven data entry mistakes is considered an incorrect classification and/or rate and makes the risk ineligible for transfer to the RSP

**Note: Risks considered part of a “portfolio transfer arrangement” and underwritten with claim forgiveness rating and/or renewal discount will be eligible for the RSP ‘subject to’ members receiving approval from the regulator to apply a renewal claim forgiveness programme and/or renewal discount. In the event of an investigation or audit, members will be required to provide support that risks are part of a portfolio arrangement.**

## 7. **PRIOR EXPERIENCE AND MOTOR VEHICLE REPORT (MVR) ORDERING**

(Note: A Report Ordering Frequency and Criteria Table is provided on Page 8 of the manual)

**a. Prior Experience Reports:** Prior experience reports are required on the named insured and all operators, even those operators claiming to have never been previously insured/licensed or from outside the province or country. Acceptable prior experience reports include electronic formats, letters of experience or detailed documented calls. The following outline the requirements for prior experience report ordering as it relates to New Business, Existing Risks (not in the RSP), Existing Risks (in the RSP) and Change in Risk:

- **New Business** (including portfolio transfers accepted under new business rules) prior experience reports are required
- **Existing Risks - Not in the RSP** (or a member as part of a group of companies owned and operated by the same company) where the member transferring the risk to the RSP can confirm policy and claims information with an associated company as described above. (Existing business includes portfolio transfers accepted under renewal rules are approved by Board of Commissioners of Public Utilities
  - a) Risks continuously insured with members **equal to and greater than** five (5) years do not require a prior experience report;
  - b) Risks insured with members for a period of **less than** five (5) years immediately preceding the current term require a prior experience report 'unless' an experience report was already ordered during that period.
- **Existing Risks - In the RSP:** Members must immediately request experience reports and underwrite the risk for eligibility in those instances where prior experience reporting was not obtained when initially transferred to the RSP
- **Change in Risk:** Prior experience reports are required on every new operator added to the policy

### **b. Motor Vehicle Reports (MVR)**

- **New Business:** Motor vehicle reports are required on all operators listed on the vehicle(s) ceded within 90 days prior to the transfer effective date or within 15 days of the transfer effective date.
- **Renewal:** Motor vehicle reports are required on all operators listed on the vehicle(s) ceded within 90 days prior to the transfer. For other than annual policies, MVRs are required every 12-month period  
*Example: Policy renewed February 5, 2013 for 6 months. MVRs ordered on all drivers on December 2012. The policy scheduled to renew August 5, 2013 (8 months from December 2012) and there were no change in operators. Given there was no change in operators, new MVR's would not be required.*

## Motor Vehicle Reports (MVR) Cont'd

- **Midterm Policy Change (Endorsement)**

MVRs are required at the beginning of the current policy term on all operators listed on the vehicle(s) ceded

OR

Risks where MVRs on all operators listed on the ceded vehicle(s) was not requested at the beginning of the current policy, members must request MVRs on all operators within 90 days prior to the transfer effective date or within 15 days of the transfer effective date

- Members must request MVR's on any new operators associated with the policy change within 90 days prior to the transfer effective date or within 15 days of the transfer effective date. Operators associated with the policy change that are existing operators on a vehicle in the RSP do not require a new MVR with the policy change transfer to the RSP 'subject to' that the MVR was previously ordered and underwritten for eligibility.

Example 1:

1/12/2002 - effective date of policy with 2 vehicles and 2 drivers  
15/5/2003 - vehicle 3 with principal operator C newly-added to policy  
20/5/2003 - vehicle 3 transmitted to the RSP with transfer effective 15/5/2003  
20/5/2003 - MVR ordered on principal operator C

Example 2:

1/12/2002 - effective date of policy with 2 vehicles and 2 drivers  
15/5/2003 - vehicle 3 added to policy with same principal operator as vehicle 2  
20/5/2003 - vehicle 3 transmitted to the RSP with transfer effective 15/5/2003  
20/5/2003 - no MVR ordered since principal operator is not a newly added operator and a MVR previously order to meet eligibility requirements

- a) **Permanent Newfoundland & Labrador Licence:** Members are required to request MVRs in accordance with the Report Ordering & Frequency Schedule (please refer to Page 8)
- b) **Permanent Licence from another Canadian jurisdiction:** Members must obtain a MVR from the jurisdiction or in the interim illustrate requests to the broker/agent or insured to immediately obtain an MVR from that jurisdiction
- c) **Permanent Licence from jurisdiction outside Canada or an International Licence:** Members must document and abeyance to request an MVR immediately once a permanent licence obtained
- d) **Temporary Licence:** Members must document and abeyance to request an MVR once a permanent licence obtained
- e) **Permanent Licence from any other jurisdiction and Newfoundland & Labrador Temporary Licence:** Follow the procedure for Temporary Licence [(d) above]

## **Motor Vehicle Reports (MVR) Cont'd**

- f) Class 5 (Level I) Licence:** Members must document and abeyance to request an MVR once a Class 5 (Level II) licence obtained
- g) Class 5 (Level II) Licence:** Follow the procedure for Permanent Newfoundland & Labrador Licence. [(a) above]
- h) Newfoundland & Labrador driver's licence not on Members Record:**

Members must document and abeyance to obtain a permanent licence and request an MVR in accordance the Report Ordering & Frequency Schedule (please refer to Page 8)

In the case of (d), (e) or (f) above, if the operators licence status remains unchanged on renewal, members must document and abeyance to obtain a permanent licence and request a MVR. Notably, if the aforementioned procedure were not in accordance with members approved renewal underwriting rule, the risk would be ineligible for the RSP.



## C. Report Ordering Frequency and Criteria Table

<i>For New, Renewal, and Portfolio Transfer business, order MVRs and Prior Experience Reports on all drivers on the ceded vehicle(s). For endorsements, order both reports on new operators.</i>			
Transaction Type & Code	Transfer to RSP is effective	Motor Vehicle Report (MVR)	Prior Experience Report
New Business transmitted within 15 days of inception <b>[Code A]</b>	Inception date of policy	MVR is acceptable if ordered within 90 days prior to transfer effective date. Otherwise, must be within 15 days of transfer effective date	Prior experience report is acceptable if ordered within 90 days prior to transfer effective date. Otherwise, must be within 15 days of transfer effective date
New Business transmitted beyond 15 days of inception <b>[Code D]</b>	One day after transmittal date		
Renewal Business transmitted on or before the renewal effective date <b>[Codes B &amp; C]</b>	Renewal effective date	MVR must be within 90 days prior to transfer effective date.	If no prior experience report is on file and/or operator prior experience is documented, a new report must be ordered within 15 days of transfer effective date
Renewal Business transmitted after renewal effective date <b>[Code D]</b>	One day after transmittal date		
Additional Vehicles – transmitted within 15 days of endorsement effective date <b>[Code A]</b>	Endorsement effective date. **See next page & refer to Sect. VI – Risks/Prem	For new operators endorsed with an additional vehicle, a MVR report is acceptable if ordered within 90 days prior to transfer effective date. Otherwise, must be within 15 days of transfer effective date	For new operators endorsed with an additional vehicle, a prior experience report is acceptable if ordered within 90 days prior to transfer effective date. Otherwise, must be within 15 days of transfer effective date
Additional Vehicles – transmitted beyond 15 days of endorsement effective date <b>[Code D]</b>	One day after transmittal date. **See next page and refer to Sect VI –Risks/Prem		
Midterm other than late transmitted business per Code B, C and D above <b>[Code D]</b>	* **See next page & refer to Sect. VI – Risks/Prem	See above for new operators endorsed with an additional vehicle	If a prior experience report is not obtained or documented, a new report must be ordered within 15 days of transfer effective date
Midterm transmittal of class 05 or 06 driver where vehicle is already in RSP <b>[Code E]</b> Transmit at same time as vehicle within 15 days of addition date <b>[Code A]</b> Transmit at same time as vehicle after 15 days of addition date <b>[Code D]</b>	Endorsement effective date	MVR is acceptable for new operators endorsed on the policy if ordered within 90 days prior to transfer effective date. Otherwise, must be within 15 days of transfer effective date	If a prior experience report is not obtained or documented, a new report must be ordered within 15 days of transfer effective date
<ul style="list-style-type: none"> <li>•For other than annual policies, MVRs must be requested on all operators every 12-month period</li> <li>•Prior experience reports are not required if the risk has been insured with the member continuously for the past 5 years</li> <li>•Portfolio transfers accepted under new business rules with approval from Board of Commissioners of Public Utilities must adhere to the approved new business criteria.</li> <li>•Portfolio transfers accepted under renewal rules with approval from Board of Commissioners of Public Utilities must adhere to the approved renewal criteria.</li> <li>•For all portfolio transfers, members must use transaction code B or D.</li> </ul>			

## D. Transfer Codes

This following chart is a summary of commonly used transactions codes. Please refer to the Facility Association Risk Sharing Pool Procedures Manual<sup>2</sup> for detailed information

Transaction	Code	Transfer Effective Date
Addition of Class 05/06 operator and vehicle on the same date transmitted beyond 15 days of the endorsement effective date	D	1 day after transmittal
Addition of Class 05/06 operator and vehicle on the same date transmitted within 15 days of the endorsement effective date	A	Endorsement effective date
Addition of Class 05/06 operator when the vehicle is ceded in the RSP	E	Endorsement effective date
Addition of coverage when vehicle is ceded in the RSP	9	Endorsement effective date
Addition of an operator when the vehicle is ceded in the RSP and new operators premium is included in vehicle class premium	9	Endorsement effective date
Addition of a new operator and vehicle on the same date transmitted beyond 15 days of the endorsement effective date	D	1 day after transmittal
Addition of a new operator and vehicle on the same date transmitted within 15 days of the endorsement effective date	A	Endorsement effective date
Addition of a vehicle transmitted beyond 15 days of the endorsement effective date	D	1 day after transmittal
Addition of a vehicle transmitted within 15 days of the endorsement effective date	A	Endorsement effective date
Cancellation of a policy	3	Cancellation effective date
Change of existing coverage e.g. limits or deductibles when the vehicle is ceded in the RSP	9	Endorsement effective date
Deletion of coverage	3	Endorsement effective date
Deletion of vehicle	3	Endorsement effective date
Midterm transmittal of vehicle (no endorsement applicable)	D	1 day after transmittal
New business transmitted to the RSP beyond 15 days of inception	D	1 day after transmittal
New business transmitted to the RSP within 15 days of inception	A	Inception date
Portfolio transfer transmitted after inception date	D	1 day after transmittal
Portfolio transfer transmitted on or before inception date	B	inception date
Reinstatement transmitted to the RSP beyond 35 days from the postmark date of the RSP cancellation	2	1 day after transmittal
Reinstatement transmitted to the RSP within 35 days from the postmark date of the RSP cancellation	2	Reinstatement effective date
Removal of vehicle from the RSP and the risk is retained on the members book	3	1 day after transmittal
Removal of vehicle from the RSP in conjunction with an endorsement	3	Endorsement effective date
Renewal transmitted after renewal effective date	D	1 day after transmittal
Renewal transmitted on or before renewal effective date	B	Renewal effective date
Renewal transmitted on or before renewal effective date when the current term is in the RSP	C	Renewal effective date

<sup>2</sup> <http://www.facilityassociation.com/manualrsp.asp>

## **Additional Information**

- New business to a member (regardless of where previously written - regular market, Risk Sharing Pool, or Facility Association) must be transmitted to the Risk Sharing Pool using Transaction Code **A** or **D**.
- Eligibility for transfer is determined in accordance with members approved underwriting rules in effect at:
  - New business (original policy inception date)
  - Endorsements (material change to risk e.g. addition of vehicle) - endorsement effective date
  - Endorsements (no material change to risk e.g. correction of vehicle description - original policy inception date or the renewal transfer date as appropriate)

Any changes subsequent to an eligible risk transferred to the RSP, will not require removal of the risk from the RSP unless a new policy is required. Any changes to a risk (such as a change of an existing driver to a principal operator or the substitution of an existing vehicle) must be underwritten for RSP eligibility at renewal.

- Renewals - date the renewal is processed and transmitted to the RSP- For all portfolio transfers, use Transaction Code **A** or **D**.

## **E. Documentation**

Appropriate documentation/evidence to establish RSP eligibility or report ordering includes the following minimum requirements:

### **Prior Experience Reports**

Acceptable documentation include one of the following:

- Electronic reports: Date ordered, name of operator, details of claims
- Experience letter: Date sent, operator name, insurer information, details of claims
- Phone call: Prior insurer, date called, operator(s) name, contact information, details of claims, associated company,

### **Motor Vehicle Report (MVR)**

Acceptable documentation included one of the following:

- MVR(s) ordered, order date, and driver's licence number or driver's name
- Date received, MVR search date, dates and types of convictions, conviction history, driver's licence status

### **General**

For compliance with the "Sunset Clause" and FA's retention policy members must maintain documentation either hard copy or electronic, for a minimum of 2-years and 90 days following transfer date.

## **Subsequent Information Obtained by Members (After Ceding to the RSP)**

### **New Business (Within 60 Days)**

Within 60 days of the policy effective date and subsequent to the transfer of a risk to the RSP, should a member receive subsequent information that existed prior to the policy effective date that information affects the initial classification/ rating of the risk such as an undisclosed use of the vehicle or undisclosed prior claims/convictions:

- If the information does not affect the risk eligibility for transfer to the RSP, the risk may remain in the RSP subject to amending premiums and reporting the premium and/or statistical information to the RSP;
- If the risk is no longer eligible for the RSP and the member is not retaining the risk, the member must remove the risk from the RSP effective no later than 21 days from the date the information was received;
- If the risk is no longer eligible for the RSP and the member is retaining the risk, the member must remove the risk from the RSP effective the date the information was received

### **New Business (After 60 Days)**

After 60 days from the policy effective date and subsequent to the transfer of a risk to the RSP, the member receives information of a circumstance that existed prior to the policy effective date that affects the initial classification/ rating of the risk (such as an undisclosed use of the vehicle or undisclosed prior claims/convictions).

- Where the policy is not being cancelled or the coverage/ premium changed the risk may remain in the RSP at the original premium and coverage, and;
- On the expiry of the policy term, the risk must be underwritten for eligibility

### **Renewals and Portfolio Transfers**

Eligibility for transfer to the RSP is determined at the date the renewal/portfolio transfer is processed and transmitted to the RSP. Should a member receive subsequent information after a renewal was released

- If the information does not make the risk ineligible for transfer the risk may remain in the RSP subject to the member amending the policy premium and report the premium and/or statistical information to the RSP;
- If the risk is no longer eligible for the RSP and the member is not retaining the risk, the member must remove the risk from the RSP effective no later than 21 days from the date the information was received;
- If the risk is no longer eligible for the RSP and the member is retaining the risk, the member must remove the risk from the RSP effective the date the information was received.

### **Change in Risk (Before the Renewal Effective Date)**

After the renewal has been released and before the renewal effective date, if there is a change in risk such as at-fault claims and driving convictions:

- Where the policy is not being cancelled or the coverage/ premium changed the risk may remain in the RSP at the original premium and coverage and;
- On the expiry of the policy term, the risk must be underwritten for eligibility

### **Change in Use (Before the Renewal Effective Date)**

If there is a change from private passenger use, after the renewal has been released and after the renewal effective date, making the risk no longer eligible for the RSP:

- If the member is not retaining the risk, the member must remove the risk from the RSP effective no later than 21 days from the date the information was received
- If the member is retaining the risk, the member must remove the risk from the RSP effective the date the information was received

### **Change in Risk (After the Renewal Effective Date)**

If there is a change in the risk after the renewal has been released and after the renewal effective date:

- The risk may remain in the RSP at the original renewal premium, and;
- On the expiry of the policy term, the risk must be underwritten for eligibility

### **Midterm Transfers to the RSP**

At any time within the policy term, a member may add a risk to the RSP.

- If there was no change in operators or vehicles between the policy effective date and the transfer effective date, a deterioration in the risk e.g. additional claims between the policy effective date and the transfer effective date, will not affect the risk's eligibility for that term. On the expiry of the policy term, the risk must be underwritten for eligibility;
- If, after transfer, the risk changes affecting the risk's eligibility e.g. a driver with convictions newly-added to the policy, but the member is not retaining the risk, the member must remove the risk from the RSP effective no later than 21 days from the date on which the information making the risk ineligible was received ;
- If, after transfer, the risk changes affecting the risk's eligibility for the RSP and the member is retaining the risk, the member must remove the risk from the RSP effective the date the member received information making the risk ineligible.

## **F. Transfer Limitations**

### **New business**

An eligible risk is acceptable to the RSP if ceded within 15-days of the automobile policy effective date. Eligible risks ceded beyond 15-days of the policy effective date, will be accepted in the RSP 1-day after transmittal date

Example 1: Policy inception date June 1, 2003

Policy transmitted to the RSP June 11, 2003

Policy received by the RSP June 12, 2003 (12 days)

Policy accepted in the RSP as of inception date

Example 2: Policy inception date June 1, 2003

Policy transmitted to the RSP June 16, 2003

Policy received in the RSP June 17, 2003 (17 days)

Policy accepted in the RSP effective June 17, 2003

### **Renewal and Portfolio Transfers**

An eligible risk is acceptable to the RSP on or before the renewal policy effective date. Eligible renewals ceded beyond the renewal policy effective, will be accepted in the RSP 1-day after transmittal date

### **Endorsements [New to the RSP]**

An eligible risk is acceptable to the RSP if endorsed within 15-days of the endorsement effective date. Eligible risks ceded beyond 15-days of the endorsement effective date, will be accepted in the RSP 1-day after transmittal date

### **Endorsements [In the RSP]**

There is no time limitation for endorsements such as changes to coverages and deductibles to risks already ceded in the RSPs

## G. Coverage Limitations

The following limitations apply on coverages transferred to the RSP:

- The transferred Third Party Liability limit has a maximum of \$2,000,000.
- The transferred All Perils or Collision coverage has a minimum deductible of \$100.
- The transferred Comprehensive or Specified Perils coverage (with or without Glass Coverage, SEF13C) has a minimum deductible of \$50.
- The transferred Family Protection coverage (SEF 44R) has a maximum of \$2,000,000.
- Transferred endorsements (standard or non-standard) must be approved by the Board of Commissioners of Public Utilities

Note: With respect to risks transferred to the RSP:

- Only those coverages/endorsements (subject to the coverage limitations above) associated with the vehicle ceded and the applicable premiums may be transferred to the RSP;
- All coverages and endorsements pertaining to the transferred vehicle must be transferred;
- On multi-vehicle policies, policy level endorsements on the policy and the full premiums must be transferred with the vehicle ceded
- Any non-standard endorsements must be approved by the Board of Commissioners of Public Utilities;
- Only endorsements approved by the Board of Commissioners of Public Utilities are eligible for transfer to the RSP. Transfer of a risk with any unapproved endorsements will render the risk ineligible for transfer to the RSP or continuance in the RSP;
- Endorsement premiums associated with permission for risks to carry paying passengers for a Transportation Network Company is ineligible for transfer to the RSP.

## H. Restrictions and Transfer Limit

- Risks are ceded into the RSP at 100%;
- The transfer limit for each member is 5% of the previous year's total voluntary private passenger non-fleet Third Party Liability direct written car years;
- Within a calendar year, members must not at any time exceed the transfer limit of their previous year's total voluntary private passenger non-fleet Third Party Liability direct written car years;
- Once prior year data is available, monthly reports that include the percentage calculated against members previous year's total car years are distributed;
- When a risk is new to the RSP and/or a risk is reinstated or cancelled is transmitted to the RSP, the members transfer limit will be updated;
- A member approaching the 5% transfer limit receive warnings from the Facility Association via e-mail. Members can expect to receive warnings from approaching 85%, 90% and 95% of the transfer limit. Transfer limits are enforced at a group level and members can review their respective transfer limits at either a company or a group level on the Facility Association portal;
- Once a member has reached 100% of the transfer limit, further attempts to transfer any new risk to the RSP will be rejected and the risk will remain on the member's own account
- Members may submit a written appeal to the Provincial Operating Committee for an exception to exceed the 5% limit. The Provincial Operation Committee will review the member's appeal and make a recommendation to the Facility Association Board of Directors ('The Board'). The Board will make a decision whether to grant members request.

## I. Compliance Audits

The Facility Association Plan of Operation provides for auditing of all member companies using the RSP. The objective of the compliance audits is to provide reasonable assurance that:

- Risks ceded to the RSP are eligible by way of vehicle type or rating classification;
- Appropriate verification of the risk's eligibility was undertaken by members;
- The appropriate premium and claims was transferred to the RSP ;
- Risks transferred in accordance with established procedures for transfer dates, coverages, cancellation dates, etc.

Should an audit uncover that a risk transferred to the RSP was found to have qualified under member's approved underwriting rules for declining risks, members will be required to remove the risk (premiums and claims) from the RSP effective the transfer date. Members must provide auditors with the approved underwriting rules for declining risks in the members' voluntary market.



### **Prior Experience or Motor Vehicle Reports (MVR)**

Members that are in non-compliance with ordering MVRs on all listed operators, or a prior experience reports will be required to provide reports during the audit activity. Should the information on the reports confirm that a risk was ineligible at the date of transfer, members will be required to remove the risk (premium & claims) from the RSP effective the date of transfer.

### **Documentation**

Members must either retain documents either electronically or paper. Auditors may require members to provide reports to validate information on policies ceded to the RSP.

Members' may be required to obtain information where members' records are in abeyance for information pertaining to a risk and that information is outstanding. Should the audit determine that the information renders the risk ineligible for the RSP; members will be required to remove the risk effective the date transferred to the RSP.

### **Brokers and/or Agents**

Where brokers/agents order and retain MVR and prior experience reports in their offices, auditors may request copies for their records. Auditors may also request copies of applications for those policies in-force (not exceeding a 2-year period).

## **J. Sunset Clause**

### **Facility Association Audits**

Facility Association auditors usually select risks from members RSP portfolio within a 2-year period of their audit activity. Risk transferred to the RSP beyond the 2-year period will not be subject to audit.

### **Member Audits**

Members that conduct an audit risks in the RSP and that audit identified ineligible risks or transactions; members are required to remove premiums and claims with transfer dates within the 2-year period effective from the date of their audit.

### **Risks with Claims**

Any risk in the RSP that has a claim (any type) after transfer to the RSP; the policy and the claim must remain in the RSP until the next renewal date 'unless' the policy is cancelled by the insured. The exception to the aforementioned is the following:

- Where members are directed by an approved rule or during an audit to remove a risk
- When a vehicle is ineligible for the RSP such as commercial or recreational vehicle

### **Exceptions to the Sunset Clause**

The 'Sunset Clause' does not apply when:

- It is determined that a member committed wilful misconduct
- Not applicable to claims

### **Failure to Comply**

If it is determined that a risk submitted to the RSP did not meet the criteria for submission in that:

- (a) MVR was not ordered or was not ordered within the required timeframe, or;
  - (b) Prior experience report was not ordered or was not ordered within the required time frame , or;
  - (c) The appropriate supporting documentation was not retained for audit
- 
- Members will be required to obtain the appropriate reports or submit documentation to auditors. If it is determined then that a risk was ineligible for transfer at the date of transfer, the risk (premiums and claims); members must remove the risk from the RSP effective the date transferred. Risks may remain in the RSP, subject to such additional fees or charges as may be established from time to time by the Board of Directors;
  - Where it is determined that a member is non-compliant ordering reports and/or adopted a practice that fails to provide assurance with its obligations, that member will be dealt with as an exception. A full audit may be requested by the Facility Association President & CEO;
  - A member will be billed for the cost of an audit where it is determined that a full audit of all risks transferred by the member is appropriate;
  - The members expense factor allowance may be reduced two-percentage points for a period of six-months where an audit demonstrates to the satisfaction of the Board of Directors that there has been a general failure to order the required reports on within the required timeframe;
  - Flagrant or continued failure to comply with obligations may result in a penalty/directive to remove all risks from the RSP. The member will receive a directive after review by the Facility Association President & CEO and approval by the Board.

# **FACILITY ASSOCIATION**

## **Risk Sharing Pool**

### **Procedures Manual**

**(All Provinces)**

# **RISK SHARING POOL PROCEDURES MANUAL**

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*Please note: This Manual has been developed to assist member companies in their interactions with the Risk Sharing Pools. In the event of discrepancies between the Manual and the Facility Association Plan of Operation, the Plan of Operation shall take precedence.*

# **I. INTRODUCTION**

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## **Overview of the Risk Sharing Pools**

### Province of ONTARIO

The Board developed amendments to the Plan of Operation of the Facility Association that would create a Risk Sharing Pool as a part of the Facility Association. This approach presented a number of advantages:

- no legislation is necessary - only the approval of the Financial Services Commission of Ontario was needed;
- all insurers of automobile risks in Ontario are required under the Compulsory Automobile Insurance Act to share in the Risk Sharing Pool;
- all brokers and agents in Ontario are required to follow its provisions because of the Compulsory Automobile Insurance Act;
- the present Facility Association Administration, including the Board of Directors, Officers & Committees can administer the Risk Sharing Pool and start-up costs can be assumed by the Facility Association and shared by all Ontario Members;

The Facility Association has two components in Ontario: a Risk Sharing Pool for the "grey" private passenger risk and a Residual Market for risks that cannot find a home in the voluntary market. The description of a Residual Market Risk forms part of the Plan of Operation.

Private Passenger risks that do not fall within the description of a Residual Market risk are not permitted to be written by Facility Association Servicing Carriers. Agents and brokers are required to place such risks with their voluntary markets, and these markets are not permitted to decline such risks because of the "All Comers Rule" incorporated in the Plan. Such business is to be written as regular business by the writing company, and issued at their normal rates. The writing company has the option of keeping such business for their own account or transferring it to the Pool. If transferred to the Pool, this action must be transparent to the consumer.

The Pool applies only to personal use, private passenger vehicles and then only to those risks which

cannot be written in the Residual Market. Risks are written by members at their normal premium levels, and transferred initially at 100% during the first 12 months of operation of the Pool, subject to a formula that prorates transfers to the end of the first 12 months. Thereafter, only 85% is transferred to the Risk Sharing Pool, with the company retaining 15% for its own account.

The same also applies to claims data submitted to the Risk Sharing Pool. Claims incurred in 1993 are covered at 100%. Claims incurred after 1993 are covered at 85%.

Sharing in the Risk Sharing Pool is based on 50% of "share of market" and 50% on "member's usage" of the Risk Sharing Pool.

Members transfer limit in the Ontario Risk Sharing Pool is currently 5% of their voluntary direct written third party liability car years that were written in the immediate preceding calendar year, subject to an appeal process to the Board of Directors. They receive an allowance based on their actual Expense Factor filed with the Ontario Insurance Commission. It is, however, subject to a cap.

Draft

## Province of ALBERTA

The Board of Directors of the Facility Association, for both industry and political reasons, deemed it necessary to develop a mechanism that would depopulate the Facility Association. It was their wish to develop a mechanism that would not require new legislation and could be tied to present legislation in Alberta so that all Alberta insurers, brokers and agents would be required to participate in the programme.

The Board developed amendments to the Plan of Operation of the Facility Association that would create a Risk Sharing Pool as a part of the Facility Association.

The present Facility Association Administration, including the Board of Directors, Officers & Committees can administer the Alberta Risk Sharing Pool.

For Private Passenger automobile, the Facility Association Market Availability Plan has three components in Alberta: a Risk Sharing Pool, a Residual Market Segment and a Supplementary Market Availability Plan.

Private Passenger risks that do not fall within the description of a Residual Market risk are not permitted to be written by Facility Association Servicing Carriers. Agents and brokers are required to place such risks with their voluntary markets. Such business is to be written as regular business by the writing company, and issued at their normal rates. The writing company has the option of keeping such business for their own account or transferring it to the Alberta Risk Sharing Pool subject to the appropriate transfer condition. If transferred to the Alberta Pool, this action must be invisible to the consumer.

The Alberta Risk Sharing Pool applies only to personal use, private passenger vehicles. Risks are written by members at their normal premium levels, and transferred at 100%.

Members will share in the results of the Alberta Risk Sharing Pool in the proportion that the total of its “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a risk sharing pool is of the total of all “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a risk sharing pool by all members for the province.

Members transfer limit in the Alberta Risk Sharing Pool for grid risks is unlimited and for non-grid risks is currently 4% of the previous year’s total voluntary private passenger non-fleet third party liability Direct Written Car Years for such jurisdiction in the immediately preceding calendar year less the number of grid risk private passenger non-fleet third party liability direct written car years ceded to the Alberta Risk Sharing Pool by it in the same period.

The member shall be entitled as a result of the transfer of premium to an expense allowance in an amount equal to a percentage of the written premium applicable to the transferred coverages, such percentage for use during a calendar year to be determined by the Board in consultation with the Superintendent of Insurance.

Such allowance is to settle all expenses incurred by the member including acquisition costs, operating costs and loss adjustment costs, but not including premium taxes and professional fees (such professional fees to be stipulated in the Alberta Risk Sharing Pool Claims Guide with compensation to be as therein directed).

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## Province of NEW BRUNSWICK

The Insurance Act places the obligation on the Facility Association, through its Plan of Operation, to provide a contract of automobile insurance to owners and licensed drivers of motor vehicles, who but for the Plan, would be unable to obtain such insurance. Every insurer writing automobile insurance in New Brunswick is a member of the Facility Association and must abide by the Plan of Operation.

The Board developed amendments to the Plan of Operation of the Facility Association that would create a risk sharing pool as a part of the Facility Association.

Part of this obligation includes the administration of the Risk Sharing Pool in various jurisdictions.

The Risk Sharing Pool in New Brunswick is designed to provide inexperienced drivers who maintain a clean driving record (no at-fault claims, convictions, or licence suspensions related to driving) with access to affordable coverage written through individual insurers who, in turn, share the results with all insurers writing automobile insurance in New Brunswick.

Private Passenger risks that do not fall within the description of a Residual Market risk are not permitted to be written by Facility Association Servicing Carriers. Agents and brokers are required to place such risks with their voluntary markets. Such business is to be written as regular business by the writing company, and issued at their normal rates.

The writing company has the option of keeping such business for their own account or transferring it to the New Brunswick Risk Sharing Pool subject to the appropriate transfer condition. If transferred to the New Brunswick Risk Sharing Pool, this action must be invisible to the consumer.

The New Brunswick Risk Sharing Pool applies only to personal use, private passenger vehicles. Risks are written by members at their normal premium levels, and transferred at 100%.

Members will share in the results of the New Brunswick Risk Sharing Pool in the proportion that the total of its “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a Risk Sharing Pool is of the total of all “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a risk sharing pool by all members for the province.

Members transfer limit in the New Brunswick Risk Sharing Pool is currently 8% of the previous year’s total voluntary private passenger non-fleet third party liability Direct Written Car Years for such jurisdiction in the immediately preceding calendar year.

The member shall be entitled as a result of the transfer of premium to an expense allowance in an amount equal to a percentage of the written premium applicable to the transferred coverages, such percentage for use during a calendar year to be determined by the Board in consultation with the Superintendent of Insurance.

Such allowance is to settle all expenses incurred by the member including acquisition costs, operating costs and loss adjustment costs, but not including premium taxes and professional fees (such professional fees to be stipulated in the New Brunswick Risk Sharing Pool Claims Guide with compensation to be as therein directed).

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## Province of NEWFOUNDLAND AND LABRADOR

The Insurance Act places the obligation on the Facility Association, through its Plan of Operation, to provide a contract of automobile insurance to owners and licensed drivers of motor vehicles, who but for the Plan, would be unable to obtain such insurance. Every insurer writing automobile insurance in Newfoundland and Labrador is a member of the Facility Association and must abide by the Plan of Operation.

The Board developed amendments to the Plan of Operation of the Facility Association that would create a risk sharing pool as a part of the Facility Association.

The Newfoundland and Labrador Risk Sharing Pool applies only to personal use private passenger vehicles. Risks are written by members at their normal premium levels and transferred to the Risk Sharing Pool at 100%.

Members must accept an application for automobile insurance unless there is an underwriting rule approved by the Newfoundland & Labrador Public Utilities Board of Commissioners of Public Utilities that permits members to decline the application. Where no such rule exists, agents and brokers are required to place such risks with their voluntary markets and these markets are not permitted to decline such risks. Such business is to be written as regular business by the member company, and issued at their normal rates.

Facility Association members in Newfoundland and Labrador are required to complete the Newfoundland & Labrador Public Utilities Board's (PUB) Facility Association Residual Market Placement report as prescribed by the PUB.

The member company has the option of keeping such business for their own account or transferring it to the Newfoundland and Labrador Risk Sharing Pool subject to the appropriate transfer condition. If transferred to the Newfoundland and Labrador Pool, this action must be seamless to the consumer.

Members will share in the results of the Newfoundland and Labrador Sharing Pool in the proportion that the total of its "voluntary private passenger non-fleet third party liability direct earned car years" not ceded to a Risk Sharing Pool is of the total of all "voluntary private passenger non-fleet third party liability direct earned car years" not ceded to a risk sharing pool by all members for the province.

Members transfer limit in the Newfoundland and Labrador Risk Sharing Pool is 5% of the previous year's total voluntary private passenger non-fleet third party liability Direct Written Car Years for such jurisdiction in the immediately preceding calendar year.

The member shall be entitled as a result of the transfer of premium to an expense allowance in an amount equal to a percentage of the written premium applicable to the transferred coverages, such percentage for use during a calendar year to be determined by the Board in consultation with the Superintendent of Insurance.

Such allowance is to settle all expenses incurred by the member including acquisition costs, operating costs and loss adjustment costs, but not including premium taxes and professional fees (such professional fees to be stipulated in the Newfoundland and Labrador Risk Sharing Pool Claims Guide with compensation to be as therein directed).

Draft

## Province of NOVA SCOTIA

The Insurance Act places the obligation on the Facility Association, through its Plan of Operation, to provide a contract of automobile insurance to owners and licensed drivers of motor vehicles, who but for the Plan, would be unable to obtain such insurance. Every insurer writing automobile insurance in Nova Scotia is a member of the Facility Association and must abide by the Plan of Operation.

The present Facility Association Administration, including the Board of Directors, Officers & Committees can administer the Nova Scotia Risk Sharing Pool.

The Risk Sharing Pool in Nova Scotia is designed to accommodate inexperienced drivers, defined as operators with less than 6 years driving experience with no accidents or convictions.

Private Passenger risks that do not fall within the description of a Residual Market risk are not permitted to be written by Facility Association Servicing Carriers. Agents and brokers are required to place such risks with their voluntary markets. Such business is to be written as regular business by the writing company, and issued at their normal rates. The writing company has the option of keeping such business for their own account or transferring it to the Nova Scotia Pool subject to the appropriate transfer condition. If transferred to the Nova Scotia Pool, this action must be invisible to the consumer.

The Nova Scotia Pool is designed to provide drivers licensed less than 6 years who maintain a clean driving record with affordable insurance on personal use, private passenger vehicles. Risks are written by members at their normal premium levels, and transferred at 100%.

Members will share in the results of the Nova Scotia Risk Sharing Pool in the proportion that the total of its “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a risk sharing pool is of the total of all “voluntary private passenger non-fleet third party liability direct earned car years” not ceded to a risk sharing pool by all members for the province.

Members transfer limit in the Nova Scotia Risk Sharing Pool is unlimited.

The member shall be entitled as a result of the transfer of premium to an expense allowance in an amount equal to a percentage of the written premium applicable to the transferred coverages, such percentage for use during a calendar year to be determined by the Board of Directors.

Such allowance is to settle all expenses incurred by the member including acquisition costs, operating costs and loss adjustment costs, but not including premium taxes and professional fees (such professional fees to be stipulated in the Nova Scotia Risk Sharing Pool Claims Guide with

compensation to be as therein directed).

## **B. Management Structure**

The Board of Directors of the Facility Association is composed of 10 Senior Executives representing insurance companies licensed to write automobile insurance in Canada, and three brokers representing the interest of brokers in three geographic areas - Alberta and the Territories, Ontario, and the Atlantic Provinces and two are elected or appointed as independent directors. Company representatives are selected from both Servicing and Non-Servicing Carriers, and from direct writers as well as from companies that write business only through brokers. The President & CEO of Facility Association is a member of the Board by virtue of his office. The Board administers the activities of the Facility Association through a management team and the designation of committees, each of which has a chair and includes representatives of member companies and broker associations with knowledge particular to the purpose of the committee. Committees may establish sub-committees to deal with specific technical or detailed issues.

## **C. Claim Responsibilities**

It is the responsibility of members to investigate, defend and settle claims or suits as they would in the absence of the Pool. The Facility Association has the right and must be given the opportunity of associating with members in the defence of any claim or suit and must receive full co-operation.

The Pool contributes to the loss adjustment cost in connection with internal costs and external loss adjustment costs other than specified professional fees through payment of the amount determined on a basis established by the Board of Directors. Members are reimbursed in connection with expenses for professional fees.

## **D. Claims Reporting**

The Facility Association Plan of Operation – Operating Principles contains the following compliance requirements for claims reporting:

**The rules for reporting claims to the Risk Sharing Pools (RSP) changed effective July 1<sup>st</sup>, 2011.**

Rule #1 – For policies transferred to the pool, all new claims: Paid losses, Paid Expenses and Reserves, along with subsequent transfers/modifications (Paid loss, Paid expense, Salvage refunds, Recoveries and Reserves) must be submitted to the Risk Sharing Pool within 30 days from the date the claim is posted to the members own system. For data corrections to already submitted claims (Paid losses, Paid expenses, Reserves), the Claim transaction date “Posted Date” would be the submission date.

Rule #2: If a member failed to comply with the reporting requirements with respected to a loss or losses reported to it, such member may be subject to a fine in the amount of \$500.00 for the first infraction, \$1,000.00 for a second infraction and \$2,000.00 for a third infraction within any three year period. A member may also as a result of such third infraction be barred from ceding risks to the Risk Sharing Pool (RSP) for a period of up to one year.

## **E. Auditing Of Members**

The Facility Association may audit the records of any member relating to the subject matter of the Plan of Operation which includes the Risk Sharing Pools, and may establish what policies, records, books of account, documents and related material it deems necessary to carry out its functions. Such material must be provided by the members in the form and with the frequency reasonably required by the Association.

Retention of records must follow the Statutory Requirements as set out for Insurance Companies at the Provincial or Federal level. In addition, records supporting the transmission of data to the Risk Sharing Pools shall be retained for at least a two year period.

## **F. More Information**

More information about Facility Association can be found at [www.facilityassociation.com](http://www.facilityassociation.com).

## **II. COMMUNICATION WITH THE RISK SHARING POOLS**

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### **A. Member Designated RSP Project Manager**

The Facility Association strongly recommends the designation of a Pool Project Manager within your organization. The Risk Sharing Pool Manual is available on the Facility Association website [www.facilityassociation.com](http://www.facilityassociation.com).

### **B. Retrieval of Reports**

The Risk Sharing Pool System maintains a number of reports which can be retrieved from the Facility Association Portal Website at: [www.portal.facilityassociation.com](http://www.portal.facilityassociation.com)

#### **Risk Sharing Pool Submission Reports**

- Pool Submission Status Report
- Pool Submission Date Status Report
- Premium/Claim Detail Report
- Premium and Related Claim Report
- Claims Audit Report
- Transfer Limit Report by Entry Date
- Transfer Limit Report by Cession Date
- Pool Submission Summary Report
- Premium/Claim Control Report

#### **Risk Sharing Pool Operational Reports**

- Operational Report
- Management Information Report
- Government Line report



## **C. Questions on Interpretation of Bulletins & Manuals**

Staff at the Facility Association are willing and eager to assist you in establishing the smooth operation of the Risk Sharing Pools. Please write to them according to their area of expertise:

President and CEO

Vice-President, Underwriting & Claims

Email Address: [Mail@facilityassociation.com](mailto:Mail@facilityassociation.com)

## **D. Questions on the Transfer of Risks, Claims or Reports**

With respect to the transfer of data, batches, errors and reports, either manual data entry via the FA Portal, data file upload via the FA Portal and via Web Services. Please write any questions at the Facility Association as described in C.

However, with respect to Reports dealing with Accounting and Sharing, please refer to the Operational and Government Line User Guide on the Facility Association website at [www.Facilityassociation.com](http://www.Facilityassociation.com).

## **E. Special Considerations/Disputes/Appeals**

- **Special Requests for Original Submission Date, Claims Posted Date or Transfer Date:**

Please write any such requests to the President & CEO at Facility Association.

- **Disputes regarding Audits or Reports or Appeals:**

Please write to the President & CEO at Facility Association.

Any decision made by the President & CEO may be appealed to the Board of Directors. Please write to the Board Chair at Facility Association.

## **F. Miscellaneous**

### **A. Retention of Records**

The retention of records by any member relating to the subject matter of the Plan of Operation which includes the Risk Sharing Pools, must follow the Statutory Requirements as set out for Insurance Companies at the Provincial and Federal level. In addition, records supporting the transmission of data to the Risk Sharing Pools shall be retained for at least a two year period.

### **B. Special Remittance**

Refers to an amount that may be immediately paid by the Risk Sharing Pool to a member, as a result of the member having PAID a single loss recoverable from the Risk Sharing Pool in excess of \$100,000. (The amount recoverable will be reviewed and determined from time to time by the Board of Directors).

When the total amount paid by the Member and recoverable through the Risk Sharing Pool in respect of any one accident exceeds \$100,000, the Member may at its discretion request a Special Remittance as outlined in Section 8C, 2 (Large Claims) of the Plan of Operation to be paid immediately upon submission of the following information by correspondence:

Policy information including policy number, effective and termination dates, risk classification, date-of-loss and coverage kind and a copy or copies (photocopies are acceptable) of the claims payment cheques(s) for which the Special Remittance is requested.

The Risk Sharing Pool will examine the information and upon satisfaction that the Loss is within the authority of the Risk Sharing Pool will immediately reimburse the member and enter the particulars of the Special Remittance in the appropriate accounting record.

### **C. Expense Factor**

#### **i) Expense Factor Form – Province of Ontario**

In order to determine the Expense Allowance applicable to the Member's transferred business, the Member must complete an Expense Factor Form and forward it to the Risk Sharing Pool.

The Board of Directors will review the Expense Factor Form annually, prior to August 31<sup>st</sup>, and make the necessary revisions where required and also establish the Maximum Expense Factor which shall then appear as item (B) on the Expense Factor Form. The Net Expense Factor will be calculated as item (A) on the Form, as per the instructions. The Expense Factor Allowance to be used by the Member will be lower of (A) or (B).

**ii) Expense Factor – Provinces of New Brunswick, Newfoundland and Labrador and Nova Scotia**

Each Member shall be entitled as a result of the transfer of premium to an Expense Allowance in an amount equal to a percentage of the written premium applicable to the transferred coverage, such percentage for use during a calendar year to be determined by the Board of Directors.

**iii) Expense Factor – Provinces of Alberta**

Each Member shall be entitled as a result of the transfer of premium to an Expense Allowance in an amount equal to a percentage of the written premium applicable to the transferred coverage, such percentage for use during a calendar year to be determined by the Board of Directors in consultation with the Superintendent of Insurance.

## III. OVERVIEW: TRANSFER METHODS

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### A. Introduction

The Facility Association Portal is a web-based application. It allows companies to enter and transmit premium and claims to the Pools. It redisplay error transactions and allows them to be corrected for resubmission.

This user guide provides instructions on accessing the application, entering data and accessing results. Users should have some familiarity to the web and exposure to a Windows environment.

There are three methods of transmitting risk/premium and claim data to the Risk Sharing Pool System. They are:

- ☞ Manual data entry via – FA Portal
- ☞ Data file upload via – FA Portal
- ☞ Web Services

You can use any of the three methods of transmission of data to the Risk Sharing Pool System. You can, at your own discretion use manual data entry or data file upload via Facility Association Portal or **any** combination of the two. Although your transactions may be transmitted to the Pool System by your various branch or service offices, your Head Office for Canada or one office designated for each jurisdiction must be responsible for the smooth operation of the transfer of data.

Irrespective of the method of transmission that you choose, it is to your advantage to transmit risk data on a daily basis in order to avoid delays in the effective date of the transfer.

## IV. REPORTING RSP RISK/PREMIUM AND CLAIMS TRANSACTIONS

### ● Record Identifier

Each record must contain a RECORD IDENTIFIER. The value for each type of record is one of the following:

Risk/Premium Record	=	1
Risk/Premium Trailer Record	=	2
Claims Record	=	3
Claims Trailer Record	=	4

Record layouts are provided in Appendices P-1, P-2, P-3, P- 4, T-1, T-2, T-3 and T- 4 at the back of the manual.

### ● Batching of Transactions

#### General Information

A batch of transactions must have:

- ☞ The same COMPANY NUMBER
- ☞ The same RSP IDENTIFIER
- ☞ The same BRANCH CODE
- ☞ The same ENTRY YEAR and MONTH
- ☞ The same BATCH CODE
- ☞ The same RECORD IDENTIFIER (Premiums/Claims)

### ● Batch Code

Batch Code is a mandatory 3-digit field (Character/Alphanumeric) which you must assign to identify the batch containing a group of transactions. Each batch must be individually identified by its own BATCH CODE. BATCH CODES must be unique within a COMPANY NUMBER, BRANCH CODE and ENTRY DATE. We recommend that you assign BATCH CODES in the sequence in which batches are transmitted. The same batch code cannot be repeated in the same processing month.

The trailing record gives batch control and audit information and must show the total record count and total amounts of all the transactions in that batch:

- if Risk/Premium Batch, then TOTAL PREMIUM
- if Claims Batch, then total PAID AMOUNTS, total EXPENSE AMOUNTS and total RESERVE AMOUNTS.

Checking at the Risk Sharing Risk Sharing Pool verifies that the count and content of the data records in the batch agree with the trailing control record.

It is to your advantage to transmit Risk/Premium batches to the Risk Sharing Pool System on a daily basis, in order to avoid delays in the Risk Sharing Pool effective date of the risk, while claim batches should be transmitted regularly to prevent a backlog.

The Submission Date refers to the actual date of receipt at the Risk Sharing Pool System.

Delays in the transmission due to unforeseen circumstances, affects your Risk Sharing Pool effective date. Immediately when the problem is discovered, send an email to the Facility Association before sending transmission.

Each transmission may consist of a number of batches. A batch will contain either premium or claim data, but not both.

Size of batches is left to your discretion.

## ● **Closing Dates**

In order to establish compatibility with the accounting periods of most Members, the Risk Sharing Pool System closes each month at 11:59 P.M. on the 8th day of the next calendar month.

## ● **Advance Renewals and Changes**

In order to facilitate the transfer of renewals, the Risk Sharing Pool System can accept premium batches for transactions up to 2 months in advance of the effective date.

## ● **Your Internal Control of Batches**

It is your responsibility to maintain adequate internal control to ensure that all risks which you intend to transfer to the Risk Sharing Pool are in fact accepted by the Risk Sharing Pool System, and are shown on the Submission Status Report. We recommend that each office transferring batches to the Risk Sharing Pool System maintain a ledger with the following information:

- Company Number
- RSP Identifier

- Entry Month and Year
- Batch Code
- Submission date
- Batch Total Amount(s)
- Accepted Total Amount(s)
- Rejected Total Amount(s)

This information can be retrieved the Control Summary report from the Facility Association Portal.

## • **Entire Batch Missing**

In the event that an entire batch is missing from your Submission Report, you must immediately send an email to the Facility Association for further instructions. Include in your email the following information:

- Missing BATCH CODE and ENTRY DATE
- COMPANY NUMBER and BRANCH CODE
- RSP IDENTIFIER
- Total premium and RECORD COUNT for missing batch.

## • **Error Correction**

Transactions in error are rejected entirely from the Risk Sharing Pool System. The transfer of the risk is held in suspension and if the error is corrected within 30 days submission date, the original Risk Sharing Pool Effective date will be maintained. If the errors are not corrected within 30 days, the risk must be submitted with the new Transfer date equal to the current submission date plus one.

Certain types of correction will not automatically maintain the original submission date even if corrected within 30 days; for those error corrections special handling is required. Please refer to Section VII of the Procedures Manual for further details.

## ● Reports

The Risk Sharing Pools provide you with the ability to retrieve the following reports based on selection to assist you with your error corrections

- Submission Status report
- Submission Date Status Report
- Premium/Claim Detail Report
- Premium/Claim Related Report
- Submission Summary Report
- Premium/Claim Control Report

## ● New Policies and Renewals

For all renewals and new business where you are electing to transfer risks (vehicles) to Risk Sharing Risk Sharing Pool, you must complete all fields on the Premium Transaction Screen.

Risks are transferred into the Risk Sharing Pool effective the TRANSFER DATE. In many circumstances, the **Transfer Date** is based on the Transmittal Date. However, in many circumstances other factors will influence determination of the TRANSFER DATE.

The transfer is only effective for the term indicated on the transaction. A subsequent transfer must be transmitted for each subsequent transfer term.



## ● **Changes/Cancellations/Reinstatements of Transfers**

### **CORRECTIONS OF INITIAL CLASSIFICATION OR RATING**

Corrections of data in the Risk Sharing Pool System are permitted, whenever appropriate. In order to transmit a change to a risk previously transferred:

1. Complete a Premium Transaction Screen as per Data Required for Common Business Transactions.
2. Complete PREMIUM fields with the additional or return premium pro-rated from the TRANSFER DATE.

If, subsequent to the transfer of a risk to the Risk Sharing Pool, you receive information that affects the initial classification and/or rating of the risk (such as an undisclosed use of the vehicle or undisclosed prior claims and/or convictions) and you choose not to cancel the insurance for non-disclosure:

- If the information does not affect the risk's eligibility for transfer, to the Risk Sharing Pool, the risk may remain transferred to the Risk Sharing Pool provided that you amend the premium appropriately.
- If the eligibility requirement is no longer satisfied, you must cancel the transfer effective within 21 days of the date on which the information came to your knowledge and claim a refund of the transferred premium on a pro-rata basis.

### **ADDING OR EXTENDING COVERAGE**

This includes adding collision/all perils/comprehensive/specified perils/extending accident benefits/increasing limit/decreasing deductibles. When adding or extending coverages on a risk previously accepted by the Risk Sharing Pool System (defined as a transaction or part thereof that generates an additional premium), the TRANSFER DATE must be equal to the endorsement effective date.

On future dated mid-term changes, the TRANSFER DATE is the day following the Submission Date or your risk effective date, whichever is later. The occurrence of a claim and/or conviction during the Transfer Period does not necessarily require a change of premium during that period.

Any change in coverage must be reported to the Risk Sharing Pool System. If you are changing/increasing coverage and waiving the additional premium, you must report the change in coverage using the appropriate transaction code and a nominal premium (i.e. \$1) in order for the Risk Sharing Pool System to record the change in coverage and thereby properly respond to any claim. To ensure that your books balance, when you are reporting a

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change in coverage with no change in premium, do the following:

1. Transmit a Code 9, using the appropriate coverage codes and a premium of \$1.00 (debit).
2. In the same (or subsequent) batch, transmit a second Code 9 with the exact same detail but a premium of (\$1.00) (credit).

**Note:** If a claim is reported, refer to Cancellation of a Risk or Change in Coverage with a Claim.

## **CANCELLATIONS OF TRANSFER**

Backdated cancellations of Transfer are only permitted in circumstances where the coverage for the vehicle has been cancelled or deleted with your company. In these cases, the cancellation effective date is the date of deletion of coverage. When the transfer is being cancelled to take the risk back to your own account, the cancellation effective date is the TRANSFER DATE.

Similarly, on cancellations by registered letter, the TRANSFER DATE is the date following your Submission date or your cancellation effective date, whichever is later; in this case, if you transmit the transaction to the Risk Sharing Pool when you issue the registered letter, your TRANSFER DATE will roughly be 33 days for Ontario and Alberta and 18 days for New Brunswick, Newfoundland and Labrador and Nova Scotia following issuance.

If you waive a premium or allow a flat cancellation, delete the vehicle from the Risk Sharing Pool flat (Use TRANSACTION CODE 3). If a claim occurs between the flat cancellation effective date and the cancellation effective date on the registered letter, the claim will be paid by the Risk Sharing Pool when the appropriate premium is transferred to the Risk Sharing Pool. However, it must be supported by appropriate documentation and submitted to Facility Association for Special Handling.

**CHANGING ALL PERILS to COLLISION/COMPREHENSIVE/SPECIFIED PERILS or COLLISION/COMPREHENSIVE/SPECIFIED PERILS to ALL PERILS.**

In order to change from All Perils to Collision/Comprehensive/Specified Perils or Collision/Comprehensive/Specified Perils to All Perils, you must first submit a Code 3 to delete the existing coverage and then submit a Code 9 to make the change.

☛ **Example:** A policy has All Perils, and you wish to change the coverage to Collision and Comprehensive:

1. Submit a Code 3 deleting All Perils, crediting the appropriate premium effective the date of the change.
2. Submit a Code 9 adding Collision and Comprehensive.

**CANCELLATION OF TRANSFER OF RISK WHERE ALL COVERAGES OTHER THAN COMPREHENSIVE HAVE BEEN SUSPENDED** (*i.e. where you have suspended moving coverages and NOW you wish to cancel the remaining coverages in the Risk Sharing Pool*) - Please also see "Temporary suspension of coverages"

When cancelling a risk in the Risk Sharing Pool which carries only Comprehensive or Specified Perils ("Road Coverages" /temporary suspension of mandatory coverages), you must use a Code 3 and delete all coverages, INCLUDING THE SUSPENDED COVERAGES. Use the appropriate coverage code and leave the premium field blank or use \$0.

☛ The system maintains a record of the existence of suspended coverages and if you do not cancel them, the risk remains in the Risk Sharing Pool.

**REINSTATEMENT**

Reinstatements or "retransfers" occur for a variety of reasons. Appropriate handling will depend on the circumstances. Reinstatements generally fall into one of two categories:

- actual cancellation and subsequent reinstatement of coverage.
- cancellation and reinstatement done simultaneously to correct a risk (e.g. switch from agency bill to pay plan, etc.) also referred to as "retransfer".

**ACTUAL CANCELLATION AND SUBSEQUENT REINSTATEMENT**

- A. If coverage for a risk is cancelled and coverage is then reinstated effective the cancellation date, (no gap in coverage) transmit the reinstatement to the Risk Sharing Risk Sharing Pool System using a TRANSACTION CODE 2.

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- if the reinstatement is transmitted to the Risk Sharing Pool System within 35 of the cancellation submission date for Ontario and Alberta and 20 days for New Brunswick, Newfoundland and Labrador and Nova Scotia of the (i.e., the date the cancellation was sent to the Risk Sharing Pool) the TRANSFER DATE will be equal to the reinstatement effective date (no gap in coverage).

- if the reinstatement is transmitted to the Risk Sharing Pool System after 35 days of the cancellation submission date for Ontario and Alberta and 20 days for New Brunswick, Newfoundland and Labrador and Nova Scotia, the TRANSFER DATE will be equal to the SUBMISSION DATE plus one.

**B.** If coverage for a risk is cancelled, and coverage is "reinstated" (i.e. the same policy and vehicle numbers are used), but there is a gap in coverage, transmit the reinstatement to the Pool System using CODE 2.

- if the reinstatement is transmitted within 35 days of the effective date of the reinstatement date for Ontario and Alberta and 20 days for New Brunswick, Newfoundland and Labrador and Nova Scotia the Pool effective date should be the Reinstatement effective date.

- if the reinstatement is transmitted after 35 days of the effective date of the reinstatement date for Ontario and Alberta and 20 days for New Brunswick, Newfoundland and Labrador and Nova Scotia the Pool effective date should be submission date plus one

### **CANCELLATION AND REINSTATEMENT DONE SIMULTANEOUSLY TO CORRECT A RISK - CHANGING A KEY FIELD**

- Refer to Special Handling

### **TEMPORARY SUSPENSION OR REMOVAL OF COVERAGES**

The following instructions apply when coverages are temporarily suspended by means of an END No. 16, or when coverages are removed temporarily by a simple deletion of coverage. In the case of a temporary removal of coverage, the transactions should be coded as a suspension of coverage in accordance with the following instructions and the file should indicate that removal is temporary. It should be noted that the system requires that when a risk is transferred to the Risk Sharing Pool it must carry full minimum statutory limits.

If you are suspending moving coverages by means of an END No. 16, your company will, as its standard practice either refund the premium to the insured at the time of the END. No. 16 is added, or will refund the premium afterward, when the END. No. 17 is added.

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If you are refunding the premium up front at the time the END. No. 16 is added and the refund made;

1. transmit a TRANSACTION CODE 9: for TRANSFER DATE use the effective date of the Suspension of Coverage; for the EXPIRY DATE:
  - if you know the reinstatement date, use the date the coverages are to be reinstated, or the expiry date if that precedes it; and show the reduction in the premium in the appropriate premium fields.
  - or if the reinstatement date is not known, use the expiry date and show the reduction in premium in the appropriate premium fields.
2. at the time the END. No. 17 is added, transmit a TRANSACTION CODE 9: for the TRANSFER DATE use the date of the reinstatement of coverages; for the EXPIRY DATE, use the expiry date and show the increase in the appropriate premium fields.

**Note:** If there is no premium adjustment necessary at the time of the END. No. 17 because the estimated duration of the suspension period and the premium charge transmitted was correct, no second transmittal is required.

3. If the suspension spans two risk terms, at the time of the Renewal: The renewal would not be eligible for the Pool.

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## V. RISK/PREMIUM TRANSACTION REPORTING ERRORS

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The error messages will reflect edit error conditions on your rejected risk/premium transactions, when you view the Premium Transaction Screen in **Correct**. The short bold message is initially displayed, with an option to access the larger more detailed description of data required, some with tips as to the probable cause of the error.

### A. Corrections or Changes on Key Fields that Require Special Handling

#### Corrections or Changes to Key Fields

- RSP IDENTIFIER/GRID INDICATOR
- POLICY NUMBER
- VEHICLE NUMBER
- TRANSFER DATE
- COMPANY NUMBER
- TRANSACTION CODE

If the original Submission Date is required on rejected or accepted entries on any of the key fields, prior to sending the transactions you must **Request Special Handling**.

### What is Special Handling?

Special Handling is done by FA as per a Member Company's request. Through Special Handling, the original submission date is re-assigned to the transfer of a risk.

There are 2 kinds of Special Handling:

- 1) Special Handling on rejected entries
- 2) Special Handling on accepted entries

### When is special handling required?

Special Handling is required on a number of different cases:

#### 1.SPECIAL HANDLING ON REJECTED ENTRIES:

Special Handling is often required when an **original entry** (submitted with a transaction code A, B, C, D or 2) is rejected for the following errors:

- ☞ Error Code 070: *Duplicate Entry for this risk*
- ☞ Error Code 071: *No Master on File for this risk*

Because a transfer with an error code 070 or 071 is rejected, there is no submission date retained in the master file for that transaction.

However, the submission date which should be assigned to this risk will show on the Premium Detail Report and that is the submission date that will be re-assigned to your transfer through the process of Special Handling.

**Your special handling request must be transmitted to the Risk Sharing Pool within 30 days from the date of the risk was originally transmitted to the Pool.**

## **2.SPECIAL HANDLING ON ACCEPTED ENTRIES:**

When a risk is transferred to the Risk Sharing Pool and accepted, key field information is retained in the Risk Sharing Pool System. The combination of these key fields forms the "header record".

### **Changes to Key Fields are:**

- RSP IDENTIFIER
- GRID /NON GRID INDICATOR
- POLICY NUMBER
- VEHICLE NUMBER
- TRANSFER DATE
- COMPANY NUMBER
- TRANSACTION CODE

**If for any reason, you have to change any of these key fields, YOU WILL REQUIRE SPECIAL HANDLING IN ORDER TO RETAIN THE ORIGINAL SUBMISSION DATE THAT WAS ASSIGNED TO THE ORIGINAL TRANSFER.**

The key fields combined together (header record) are very much like a "DNA" coding... they form a unique combination. When a risk is transferred to the Risk Sharing Pool, a submission date is assigned to this unique combination.

***The purpose of Special Handling is to retain this submission date.***

### **Why would I have to change a key field?**

You may have to change a key field due to your own internal systems limitations, or because of a simple typographical error.

### **EXAMPLES OF CASES WHERE KEY FIELDS MAY NEED TO BE CHANGED:**

Your transfer has been **accepted** in the Risk Sharing Pool, but:

- 1) ***Your Company number is changed or incorrect.***  
Your company may report under 2 numbers and you have sent it under Co. #1 instead of Company #2.
- 2) ***Your Policy number is changed or incorrect.***  
Most people find this kind of mistake when they attempt to transfer an endorsement with the correct policy number, and they get error code "071" for *No Master on File*.  
or:

- Your policy number is correct but it needs to be changed for either administration purposes or because of the way your own system works.
- 3) *Your **Vehicle number** is changed or incorrect.*  
Possibly a simple typographical error,  
or:  
Your vehicle number is correct but it needs to be changed for administration purposes or because of the way your own system works.
- 4) *Your **Transfer date** is changed or incorrect:*  
Possibly a simple typographical error,  
or:  
Your transfer date is *changed or* incorrect in regards to eligibility criteria, transaction code, information in your file, etc.
- 5) *Your **Transaction code** is incorrect.*  
This may be a simple typographical error,  
or:  
Your transaction code is incorrect in regards to the type of transfer (New Business, renewal, mid-term transfer, etc.)
- Policies transferred to an RSP as “mid-term transfers (code D)” within the 15 day grace period for new business, will not be deemed to have been made in error. Therefore, they may not subsequently be revised to receive new business treatment and backdated to the inception date of the policy.
- 6) *Your **Grid/Non Grid Indicator** is changed or incorrect.*  
This may be a simple typographical error,  
or:  
Your Grid/Non Grid Indicator is *changed or* incorrect in regards to the type of transfer (New Business, renewal, mid-term transfer, etc.)

The above are examples only and constitute only a partial list of possible situations. Remember that these corrections may be initiated by you (the Member Company) to correct inaccurate data or they may have been requested by a Risk Sharing Pool Auditors as part of their Investigation report.

## How is Special Handling Done?

### Change in Pool Submission Date

Any batch transmitted to the Risk Sharing Pool is assigned its own Submission date. The same Submission date applies to every single transaction contained in a batch. In some cases you would not have to create a new batch and in some cases you must create a new batch to isolate the transaction(s) intended for Special Handling.

For Risks that are rejected and needs Special Handling to change the Pool Submission date. Once the risk is corrected and accepted in the Pool the process are as follows:-



**FA Portal Main Menu**

- ☞ Select Pool Submission Date Change
- ☞ Select Pool Submission Request
- ☞ Select RSP Identifier, Company #, Branch #, Batch # and Entry Date
- ☞ Select Policy Number
- ☞ Select New Pool Submission Date
- ☞ Select Send Request

Email ([MS@facilityvassociation.com](mailto:MS@facilityvassociation.com)) a request to Facility Association giving us all the necessary information regarding your Special Handling.

- ☞ Not all Special Handling requests are approved. They are only approved when your correction is done in accordance with the rules as stated in this manual.

Note that a system issue (e.g. system outage) on your own system resulting in delayed submissions will not be considered for special handling.

**Your Email Request for Special Handling must contain the following information:**

- Original Premium Detail Report (Attach photocopy showing all relevant information),
- Company Number (Old & New if that is being changed)
- Branch Number,
- Batch Number,
- Entry Date of your special batch,
- Policy Number, Vehicle Number (Old & New if that is being changed),
- Transaction code (Old & New if that is being changed),
- Reason why special handling is required.

For Risks that are accepted and needs Special Handling to change the Pool Submission date, the process are as follows:-

**Correction or Change of COMPANY NUMBER and/or POLICY NUMBER and/or VEHICLE NUMBER and /or TRANSACTION CODE**

When correcting these fields, you must cancel the risk flat and retransmit the corrected original transaction.

To properly achieve a flat cancellation, you must ensure:

- that no claim has already been transferred (if there is, refer to Cancellation of Risks with a Claim).
- that your TRANSACTION CODE 3 leaves no premium (original premium plus endorsement premium) or coverages remain in the Risk Sharing Pool.

- that the TRANSFER/EXPIRY DATES of the cancellation - TRANSACTION CODE 3 - are the same as the dates shown on the original transaction to the Risk Sharing Pool.
- Transmit a flat cancellation (TRANSACTION CODE 3) using the incorrect COMPANY NUMBER and/or POLICY NUMBER and/or VEHICLE NUMBER crediting all premiums.
- Transmit using the correct COMPANY NUMBER, POLICY NUMBER, VEHICLE NUMBER and TRANSACTION CODE using ENTRY NUMBER 01 and the original TRANSACTION CODE (A, B, C, D, or E) that was used when previously accepted.
- Transmit both transactions at the same time in a special batch if you are correcting the POLICY NUMBER and VEHICLE NUMBER and two batches if the COMPANY NUMBER is changed. If the TRANSACTION CODE is changed this entry must be transmitted in the batch containing the cancellation. However, if the Transmit Date of the corrected transaction needs to be adjusted to reflect the original Transmit Date, send an email to the Facility Association with your special request.

### **Correction or Change of TRANSFER DATE - Backdating**

When a risk has been accepted with an incorrect TRANSFER DATE (whether or not the EXPIRY DATE was correct) and you need to backdate the TRANSFER DATE to effect the correction:

- Transmit a flat cancellation (TRANSACTION CODE 3) using the incorrect TRANSFER DATE and the original EXPIRY DATE crediting all premiums. (If there is Claim, refer to Cancellation of a Risk with a Claim).
- Transmit a transaction with the correct TRANSFER and EXPIRY DATES, showing entry number 01 and the same TRANSACTION CODE (A, B, C, D or E) used an original transaction. This entry must be transmitted in a batch at least 1 day after the batch containing the cancellation.
- However, if the Transmit Date of the corrected transaction needs to be adjusted to reflect the original Transmit Date, email to the Facility Association with your special request.

### **Correction or Change of TRANSFER DATE - Postdating**

When a risk has been accepted with an incorrect TRANSFER DATE (whether or not the EXPIRY DATE was correct) and you need to postdate the TRANSFER DATE:

- Transmit a flat cancellation (TRANSACTION CODE 3) using the incorrect TRANSFER DATE and the original EXPIRY DATE, crediting all premiums. (If there is Claim, refer to Cancellation of a Risk with a Claim).

- Transmit a rewrite (TRANSACTION CODE 2) and use the next consecutive ENTRY NUMBER and the correct TRANSFER and EXPIRY DATES.
- However, if the Transmit Date of the corrected transaction needs to be adjusted to reflect the original Transmit Date, email to the Facility Association with your special request.

### **Correction or Change of RSP Identifier/Grid/Non Grid Indicator**

When a risk has been accepted and RSP Identifier/Grid/Non Grid Indicator is changed or incorrect (whether it is midterm or effective date of the risk)

- Transmit either a flat or midterm cancellation (TRANSACTION CODE 3) and credit the appropriate premiums. (If there is Claim, refer to Cancellation of a Risk with a Claim).
- Transmit using the correct RSP IDENTIFIER/GRID/NON GRID INDICATOR, COMPANY NUMBER, POLICY NUMBER and VEHICLE NUMBER using ENTRY NUMBER 01 and the original TRANSACTION CODE A, B, C, D or E if the change is as of the effective date the risk or midterm.

## **B. Corrections or Changes that does not Require Special Handling**

### **Correction or Change of EXPIRY DATE**

When a risk has been accepted with an incorrect EXPIRY DATE (although the TRANSFER DATE is correct):

- Transmit a flat cancellation (TRANSACTION CODE 3) using the original TRANSFER DATE and the incorrect EXPIRY DATE, crediting all premiums. (If there is Claim, refer to Cancellation of a Risk with a Claim).
- Transmit a rewrite (TRANSACTION CODE 2) using the next consecutive ENTRY NUMBER and the correct TRANSFER and EXPIRY DATES.

### **Correction or Change of BRANCH CODE**

Any subsequent accepted transaction using a new BRANCH CODE automatically changes the Risk Sharing Pool System. However, if for accounting purposes or other reasons, you wish to correct the BRANCH CODE back to the TRANSFER DATE:

- Transmit a TRANSACTION CODE 9, using the incorrect BRANCH CODE with the original TRANSFER and EXPIRY DATES and credit all premiums.
- Transmit another TRANSACTION CODE 9, using the correct Branch Code, the original TRANSFER and EXPIRY DATES, the next consecutive ENTRY NUMBER and debit all premiums.

### Correction or Change of AGENCY NUMBER

When a risk has been accepted with an incorrect AGENCY NUMBER and you wish to correct the Risk Sharing Pool System without any adjustment in premiums:

- Transmit a TRANSACTION CODE 9 showing only the POLICY NUMBER, new AGENCY NUMBER, TRANSFER and EXPIRY DATES, VEHICLE and ENTRY NUMBER (no coding in coverage and premium section is required).
- However, if you wish to allocate the premium to the correct AGENCY NUMBER:
  1. Transmit a TRANSACTION CODE 9 using the incorrect AGENCY NUMBER with the original TRANSFER and EXPIRY DATES and credit all premiums.
  2. Transmit a TRANSACTION CODE 9 using the correct AGENCY NUMBER with the original TRANSFER and EXPIRY DATES, the next consecutive ENTRY NUMBER and debit all premiums.

### Correction or Change of COVERAGE and/or LIMITS CODE

When a risk has been accepted with an incorrect COVERAGE and/or LIMITS CODE and the correction must be made without any premium change:

1. Transmit a TRANSACTION CODE 9 using the correct COVERAGE and/or LIMITS CODE and \$1. as the premium for each coverage to be corrected.
2. Transmit a TRANSACTION CODE 9 using the next consecutive ENTRY NUMBER, the correct COVERAGE and/or LIMITS CODE and \$1. credit as the premium for each corrected COVERAGE.

### Correction to Premium Refunded on Cancellation

#### ● ADDITIONAL PREMIUM REFUND

To transfer additional premium refund for a risk already cancelled in the Risk Sharing Pool System, simply submit an additional cancellation (TRANSACTION CODE 3) using the same dates as the

original cancellation (or if backdating, new cancellation date) showing the additional amount of refund. (Note: If there is no premium on any coverage you must code the coverage code with zero premiums.)

#### ● REDUCTION OF PREMIUM REFUND

When a risk has been cancelled with an incorrect return premium but with the correct Cancellation Date, and you need to increase the premium remaining in the Risk Sharing Pool:

1. Transmit a reinstatement (TRANSACTION CODE 2) reversing the cancellation previously accepted. The same dates must be used, and the premium previously refunded (credited) must be debited.
2. Transmit a cancellation (TRANSACTION CODE 3) using the same dates as above, with the correct amount of refund.

#### **Cancellation or Change in Coverage (for Correction Purposes) of Risks with a Claim**

In order to rewrite the risk, you need to transmit a flat cancellation. However, occasionally a claim has been accepted, and the flat cancellation is rejected:

1. Transmit all necessary claim entries to reverse the paid losses and paid expenses previously accepted, reduce the reserve to NIL and close the claim.
2. After all claim entries have been confirmed as accepted on a Claims Edit Report:
  - Transmit the required flat cancellation, crediting all premiums.
  - Transmit the correcting reinstatement, debiting all premiums.
  - Transmit again all claim transactions that were reversed.
  - Transmit the proper closed payment entries (TRANSACTION CODE 3) to process the proper paid losses and if necessary, a reopening entry (TRANSACTION CODE 4) to set an amount of reserve as outstanding.
  - However, if the correcting rewrite reinstatement changed the COMPANY NUMBER, POLICY NUMBER or VEHICLE NUMBER:
    - Transmit a new claim (TRANSACTION CODE 1) and the proper PAID LOSSES, PAID EXPENSES and RESERVES, all under the correct COMPANY NUMBER, POLICY NUMBER or VEHICLE NUMBER;

#### **How to Prevent Future Errors**

Review your Detail Report to ascertain your most frequent errors and take steps to prevent the recurrence of those errors by amending either your systems or your procedures. You might consider

doing this on a regular basis.

**Delinquent Errors**

Transactions in error cannot be accepted by the Risk Sharing Pool System; the transfer of the risk is held in suspension; if the error is corrected within 30 days of the date of the Submission Date, the original Submission Date is used to verify TRANSFER DATE. If the errors are not corrected within 30 days, the risk must be retransmitted with a new TRANSFER DATE.

**C. Premium Reports**

The Risk Sharing Pool provides you with the ability to retrieve the following reports based on selection to assist you

- Submission Status report
- Submission Date Status Report
- Premium Detail Report
- Premium Related Report
- Submission Summary Report
- Premium Control Report

The Sequence and Contents of these reports are as follows:-

**Submission Status Report**

This report list the following information:-

- ☞ Details of all Transactions Accepted/Rejected
- ☞ Submission Date and Time
- ☞ File Name
- ☞ Total Transactions

**Submission Date Status Report**

This report list the following information:-

- ☞ Request Approval Date
- ☞ Request Status
- ☞ RSP Identifier
- ☞ Batch Code
- ☞ Entry Date
- ☞ Reporting Company
- ☞ Branch Code
- ☞ Policy Number

**Premium Detail Report**

This report list the following information on Accepted, Errors and Rejected Transactions:-

- ☞ Premium Summary – Batch code/Branch code/Entry date/Record count/Total premium
- ☞ Premium Detail – Last updated Date and Time/Submission date/Details of each transaction as per the Record Layout

**Premium Related Report**

This report list the following information:-

- ☞ Policy Master Report – Details of the Policy Information
- ☞ Coverage Report – Details of the Coverage Information as per the Record Layout

**Submission Summary Report**

This report list the following information:-

- ☞ All Transaction Accepted in the Pool by Coverage/ by Accident Year for each entry Date.  
Gross Premium, Retained Premium, Transferred Premium, Allowance and Net Transferred Premium

**Premium Control Report**

This report list the following information:-

- ☞ A total of either Accepted/Error/ Rejected premiums for each entry month.

These reports have been designed:

- to assist you to verify the accuracy of the data recorded on the Pool System.
- to confirm that rejected transactions are corrected and retransmitted.
- to assist you to ascertain your most frequent error in order to take steps to remove the causes of errors.

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## VI. CLAIMS TRANSACTION REPORTING

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Error messages reflect edit error conditions on your rejected claim transaction, when you view the Claim Transaction Screen. The short bold message is initially displayed, with an option to access the larger more detailed description of data required, some with tips as to the probable cause of the error.

### A. Error Corrections

#### How to Correct Key Fields

- Correction of POLICY NUMBER, DATE OF LOSS, VEHICLE NUMBER, CLAIM NUMBER, COVERAGE CODE or KIND OF LOSS:
  - When correcting these fields on previously accepted data you must close the existing claim data by transmitting a TRANSACTION CODE 3 showing the sum (as a credit) of all LOSS/EXPENSE PAYMENTS and outstanding reserves of all previously accepted transactions.
  - You must retransmit a new claim with correct information with a TRANSACTION CODE 1.
  - For claims with outstanding reserves, submit an entry showing the correct information and the amount.
  - For claims which are closed submit only the LOSS/EXPENSE PAYMENT (without reserve) using correct information and TRANSACTION CODE 3.
  - In the case of a change DATE OF LOSS, submit a TRANSACTION CODE 1 entry (without payment or reserve change) to establish the claim with the new DATE OF LOSS at the same time as the TRANSACTION CODE 3.
- Correction of BRANCH CODE
  - A subsequent transaction submitted with a different BRANCH CODE will be rejected. However, if you wish to correct the BRANCH CODE that was originally accepted in the Pool you will have to submit the following entries:
  - You must under the incorrect BRANCH CODE submit an entry reversing all LOSS and EXPENSE PAYMENTS and/or reserve previously accepted using TRANSACTION CODE 3.
  - You must submit an entry under the correct branch to re-enter all loss and expense payments and/or reserve using transaction Code 1 if the file is not closed and Code 3, if the file is closed.

#### How To Prevent Future Errors

When you are correcting a Pool transaction, check to determine if your host system or file records needs to be corrected as well. In this way, you may avoid another Pool error when the next transaction for this policy or claim is generated.



## Delinquent Errors

These are your responsibility to resolve. Error transactions are shown on the appropriate Claim Detail Report. All errors or rejected transactions result in the transfer of the claim to the Pool becoming void and ineffective. Error transactions are available on the Facility Association Portal (RSP Collection and Correction) for ninety days.

## B. Claims Reports

The Risk Sharing Pools provide you with the ability to retrieve the following reports based on selection to assist you

- Submission Status report
- Claims Detail Report
- Claims Related Report
- Claims Audit Report
- Claims Summary Report
- Claims Control Report

The Sequence and Contents of these reports are as follows:-

### Submission Status Report

This report list the following information:-

- ☞ Details of all Transactions Accepted/Rejected
- ☞ Submission Date and Time
- ☞ File Name
- ☞ Total Transactions

### Claims Detail Report

This report list the following information on Accepted, Errors and Rejected Transactions:-

- ☞ Claim Summary – Batch code/Branch code/Entry date/Record count/ Total paid loss/Total Paid Expense/Total reserve
- ☞ Claim Detail – Last updated Date and Time/Submission date/Details of each Transaction as per the Record Layout

### Claims Related Report

This report list the following information:-

- ☞ Policy Master Report – Details of the Policy Information
- ☞ Related Claims Report – Details of the Claim Information as per the Record Layout

### Claim Audit Report

This report list the following information:-

- ☞ All Open Claims
- ☞ All Closed Claims

**Submission Summary Report**

This report list the following information:-

- ☞ All Transactions Accepted in the Pool by Accident Year for the Accounting month.
- ☞ Gross, Retained and, Transferred Paid Losses, Paid Expense and Outstanding Reserves. Claims incurred in 1993 and any development on those are covered by the Pool at 100%  
Claims incurred after 1993 and any development on those claims are covered by the Pool at 85%.

**Claims Control Report**

This report list the following information:-

- ☞ A total of Accepted/Error/ Rejected Paid Losses, Paid Expense and Reserves for each entry month.

These reports have been designed:

- to assist you to verify the accuracy of the data recorded on the Pool System.
- to confirm that rejected transactions are corrected and retransmitted.
- to assist you to ascertain your most frequent error in order to take steps to remove the causes of errors.

**C. Special Remittance**

When the total amount paid by the member and recoverable from the Pool in respect of one accident exceeds \$100,000, the member may request a special Remittance from the Risk Sharing Pool.

Whenever a special Remittance is requested, it is necessary to submit as a proof of Loss, a copy (or photocopy) of the claim payment cheques(s) for which a special remittance is requested.

**D. Accident Benefits – Province of Ontario**

For the insured person, Accident Benefits are considered on a **policy-wide policy** and are not specific to the vehicle. Because it is possible to have multi-vehicle policies of which the coverage for only one vehicle has been transferred to the Pool, the following limitations apply to payment of any such claims:

If, under section 268(2) of the Ontario Insurance Act, a person has recourse against an insurer for Accident Benefits under a policy providing coverage with respect to two or more vehicles, and coverage in connection with all of such vehicles has not been transferred to the Risk

Sharing Pool; or, if under section 268(4) or 268(5), a person has chosen to claim benefits from an insurer under a policy providing coverage with respect to two or more vehicles, and coverage in connection with all such vehicles has not been transferred to the Risk Sharing Pool, the following limitations will apply to the payment by the Risk Sharing Pool of claims for such benefits:

1. In cases where one of the vehicles covered under such a policy was involved in the occurrence giving rise to the claim, the coverage for Accident Benefits purchased will be considered transferred to the Risk Sharing Pool only if the vehicle involved in the occurrence is the vehicle in respect of which coverage has been transferred to the Risk Sharing Pool.
2. In cases where none of the vehicles covered under the policy was involved in the occurrence giving rise to the claim, the coverage for Accident Benefits and such Optional Benefits purchased will be considered transferred to the Risk Sharing Pool only in proportion that the number of vehicles insured under the policy in relation to which the person has recourse.

Put simply, if an Accident Benefits claim occurs on the vehicle that has been transferred, the Pool will pay; if it occurs on the other vehicle(s) on the policy, the Company pays.

If the claim involves none of the vehicles (i.e. the insured was struck as a pedestrian), the Pool pays a share; for example, if there are two vehicles insured with the Company and one transferred to the Pool, the Pool would pay one-half of the claim.

## **VII. THE TRANSFER LIMIT REPORT**

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### **Province of ONTARIO**

This report is designed to advise you of your status regarding the Transfer Limit for a company or a group of companies.

#### **Definitions:**

##### **Members Written Car Years**

This amount is members voluntary private passenger non-fleet third party liability direct written car years. These car years are obtained from the Statistical Agency (IBC).

##### **Members Cession Limit (Percentage)**

An amount of car years resulting from a calculation whereby the transfer limit is **5%** of the previous year's total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years.

##### **Members Cession Limit (Car Years)**

This amount represents the maximum allowable car years that may be transferred to the Risk Sharing Pool during the given calendar year.

##### **Members Cession (This Month – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool for the month selected.

##### **Members' Cession (Year-to-Date – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool calendar year-to-date

##### **Members' Cession (Year-to-Date – Percentage)**

This is a year-to-date percentage calculated by applying your year-to-date cession in the Pool over your year-to-date Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years for the given calendar year.

Your Transfer Limit will be updated every time you transmit a new, reinstated or cancel risk to the Pool. A member approaching their Transfer Limit will receive a warning via email. The Transfer Limit Warning Percentage has been set at 85%, 90% and 95%. You would be able to review your Transfer Limit by company or by Group Level. The calculation of the Transfer Limit Percentage is enforced at a Group Level.

Once you have reached your Transfer Limit Percentage (100%) at a Group Level and if you attempt to transfer any new risk to the Pool it will be rejected. You may appeal to the Board of Directors to exceed the Transfer Limit, even retroactively.

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year-to-Date.

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## **Province of ALBERTA**

### **Transfer Limit GRID:**

This report is designed to advise you of your status regarding the Transfer Limit for a company or a group of companies.

### **Definitions:**

#### **Members Written Car Years**

This amount is members voluntary private passenger non-fleet third party liability direct written car years. These car years are obtained from the Statistical Agency (IBC).

#### **Members Cession Limit (Percentage)**

An amount of car years resulting from a calculation whereby the transfer limit is **100%** of the previous year's total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years.

#### **Members Cession Limit (Car Years)**

This amount represents the maximum allowable car years that may be transferred to the Risk Sharing Pool during the given calendar year.

#### **Members Cession (This Month – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool for the month selected.

#### **Members' Cession (Year-to-Date – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool calendar year-to-date

#### **Members' Cession (Year-to-Date – Percentage)**

This is a year-to-date percentage calculated by applying your year-to-date cession in the Pool over your year-to-date Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years for the given calendar year.

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year –to-Date.

## **Transfer Limit NON GRID:**

This report is designed to advise you of your status regarding the Transfer Limit for a company or a group of companies.

## **Definitions:**

### **Members Written Car Years**

This amount is members voluntary private passenger non-fleet third party liability direct written car years. These car years are obtained from the Statistical Agency (IBC).

### **Members Cession Limit (Percentage)**

An amount of cars years resulting from a calculation whereby the transfer limit for Non-Grid risk the transfer limit is **4%** of the previous year's total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years **less** the number of grid risk private passenger non-fleet third party liability direct written car years ceded to the Alberta Pool by it in the same period.

### **Members Cession Limit (Car Years)**

This amount represents the maximum allowable car years that may be transferred to the Risk Sharing Pool during the given calendar year.

### **Members Cession (This Month – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool for the month selected.

### **Members' Cession (Year-to-Date – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool calendar year-to-date

### **Members' Cession (Year-to-Date – Percentage)**

This is a year-to-date percentage calculated by applying your year-to-date cession in the Pool over your year-to-date Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years for the given calendar year.

Your Transfer Limit will be updated every time you transmit a new, reinstated or cancel risk to the Pool. A member approaching their Transfer Limit will receive a warning via email. The Transfer Limit Warning Percentage has been set at 85%, 90% and 95%. You would be able to review your Transfer Limit by company or by Group Level. The calculation of the Transfer Limit Percentage is enforced at a Group Level.

Once you have reached your Transfer Limit Percentage (100%) at a Group Level and if you attempt to transfer any new risk to the Pool it will be rejected. You may appeal to the Board of Directors to exceed the Transfer Limit, even retroactively.

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year –to-Date.

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## **Province of NEW BRUNSWICK**

### **Transfer Limit:**

An amount of cars years resulting from a calculation whereby the transfer limit is **8%** of the previous year's total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years.

### **Members' Transfer in the New Brunswick Pool this Month:**

An amount of Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years transferred (ceded) to the New Brunswick Risk Sharing Pool year-to-date.

### **Percentage of Transfer Year-To-Date:**

A percentage calculated by applying the Transfer in the New Brunswick Pool, Year-to-date, to your Voluntary Private Passenger non-Fleet Third Party Liability Direct Written Car Years for the previous given calendar year.

Within a calendar year, you must not at any time exceed the 8% Limit of your previous years' total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years.

Your Transfer Limit will be updated every time you transmit a new, reinstated or cancel risk to the Pool. A member approaching their Transfer Limit will receive a warning via email. The Transfer Limit Warning Percentage has been set at 85%, 90% and 95%. You would be able to review your Transfer Limit by company or by Group Level. The calculation of the Transfer Limit Percentage is enforced at a Group Level.

Once you have reached your Transfer Limit Percentage at a Group Level and if you attempt to transfer a risk to the Pool the risk it will be rejected. You may appeal to the Board of Directors to exceed the Transfer Limit, even retroactively.

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year –to-Date.

## **Province of NEWFOUNDLAND AND LABRADOR**

### **Transfer Limit:**

This report is designed to advise you of your status regarding the Transfer Limit for a company or a group of companies.

### **Definitions:**

#### **Members Written Car Years**

This amount is members voluntary private passenger non-fleet third party liability direct written car years. These car years are obtained from the Statistical Agency (IBC).

#### **Members Cession Limit (Percentage)**

An amount of cars years resulting from a calculation whereby the transfer limit for Newfoundland risk the transfer limit is **5%** of the previous year's total Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years.

#### **Members Cession Limit (Car Years)**

This amount represents the maximum allowable car years that may be transferred to the Risk Sharing Pool during the given calendar year.

#### **Members Cession (This Month – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool for the month selected.

#### **Members' Cession (Year-to-Date – Car Years)**

This amount represents the total risks ceded to the Risk Sharing Pool calendar year-to-date

#### **Members' Cession (Year-to-Date – Percentage)**

This is a year-to-date percentage calculated by applying your year-to-date cession in the Pool over your year-to-date Voluntary Private Passenger Non-Fleet Third Party Liability Direct Written Car Years for the given calendar year.

Your Transfer Limit will be updated every time you transmit a new, reinstated or cancel risk to the Pool. A member approaching their Transfer Limit will receive a warning via email. The Transfer Limit Warning Percentage has been set at 85%, 90% and 95%. You would be able to review your Transfer Limit by company or by Group Level. The calculation of the Transfer Limit Percentage is enforced at a Group Level.

Once you have reached your Transfer Limit Percentage (100%) at a Group Level and if you attempt to transfer any new risk to the Pool it will be rejected. You may appeal to the Board of Directors to exceed the Transfer Limit, even retroactively.

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year –to-Date.

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## **Province of NOVA SCOTIA**

### **Transfer Limit:**

Your transfer limit for the Province of Nova Scotia is **Unlimited**

There are two Transfer Limit reports available to assist you in determining your Transfer Limit Percentage in the Pool

- **Transfer Limit Report By Entry Date** – This report provides you with your Transfer Limit Percentage based on the Entry Month selected.
- **Transfer Limit Report by Cession Date** – This report provides you with your Transfer Limit Percentage Year –to-Date.

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## **GLOSSARY OF TERMS**

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The following terms are intended to apply to business within the Risk Sharing Pools. While some of the terms may appear to be consistent with terms in general use in the insurance business, this is co-incidental and there well may be differences. The definitions are reasonably meaningful within the **CONTEXT OF THE POOLS** and it is recognized that there may be some differences of opinion among authorities concerning the subtitles of interpretation.

### **Accident Year**

The experience of all policies which are in force (or exposed) at some time during a given 12 month period. Earned premiums and exposures are the pro-rata portion of written premium and exposures on these policies which relate only to that part of the policy term which falls within the given 12 month period. All claims having a date of loss within the given 12 period are included in the loss experience.

### **Agent**

In the context of the Risk Sharing Pools, the term AGENT is interchangeable with the term Broker, to mean one who is licensed and qualified to deal with a Member to arrange insurance coverage on behalf of an applicant.

### **Batch**

In the context of the Pools a batch is used to transfer records from the Member to the Pools.

**Batch Code**

A 3 digit field used to identify the batch containing the transfer record from the Member to the Pools.

**Branch Code**

A 2 digit (alpha/numeric) code used to segregate transactions by branch

**Broker**

In the context of the Risk Sharing Pools, the term BROKER is interchangeable with the term Agent, to mean one who is licensed and qualified to deal with a Member to arrange insurance coverage on behalf of an applicant.

**Broker Company**

In the context of the Risk Sharing Pools means a Member those contracts with insurance BROKERS to arrange insurance coverage on behalf of an applicant with the Member.

**Claim Transaction Date**

Claim transaction date is the date the transaction was Posted in your system

**Closing Date**

In the context of the Risk Sharing Pools the term CLOSING DATE means the 8th day of the next calendar month following a monthly transfer of transactions to the Pool, and in this respect designates the CLOSING of an accounting period.

**Direct Writer**

An insurer that sells insurance through licensed agents who do not represent other insurers but are producers for that insurer only.

**Earned Premium**

An accounting term used to describe the Written Premiums during a period plus the Unearned Premiums at the beginning of the period less the Unearned Premiums at the end of the period.

**Expense Allowance** or Expense Allowance Amount

An allowance to settle Member's incurred acquisition costs, operating costs and loss adjustment costs, but not including premium taxes and professional fees as stipulated in the Risk Sharing Pool Claims Guide.

**Expiry Date**

In the context of the Pools it is the date set out in the policy indicating when the coverage will terminate. Every policy contains an inception and an expiry date thus indicating the term of coverage. This is usually co-incident with the transfer and duration of coverage in the Pool.

**Facility Association**

Is an unincorporated non-profit service association, supported and maintained by all insurers licensed to underwrite automobile insurance in any jurisdiction in which the Association is qualified to operate. The object of the Association is to ensure the availability of automobile insurance for owners and licensed operators of motor vehicles who might otherwise experience difficulty in obtaining such insurance. The Risk Sharing Pools are a part of and is administered by the Facility Association.

**Fiscal Year**

An accounting period of twelve months, in the case of the Pools the period from November 1st in one year to October 31st in the subsequent year.

**Incurred Loss**

An accounting term used to describe the sum of Paid Losses and the change in outstanding losses.

**Large Claim**

As it pertains to the Risk Sharing Pools, means a claim with an aggregate incurred loss of \$250,000 or more (total of all sub files), or an incurred loss reserve of \$100,000 or more for any one claimant, or an incurred loss reserve of the total policy limit, or a serious bodily injury, including, but not limited to:

- fatality with dependants
- brain damage
- paraplegia or quadriplegia
- amputation of a limb at or above the elbow or knee
- serious disfigurement

### **Loss Adjustment Cost**

As it pertains to the Risk Sharing Pools, means the cost of processing, investigating and settling losses, excluding the loss cost, but including internal and external costs other than certain prescribed legal and professional fees.

### **Member**

Means a Member of the Facility Association. Every insurer licensed to write automobile liability insurance in any jurisdiction in which the Association is qualified to operate must be a Member of the Association. Unless otherwise provided for in the Articles of Association a group of insurers under one ownership or under common management shall constitute a single Member for the purpose of the Articles of Association.

### **Outstanding Claims**

In the context of the Pools these represent losses reported which have occurred but which have not been paid, excluding IBNR.

### **Paid Loss Amount**

The amount paid to the claimant(s) as loss settlement.

### **Plan of Operation**

A Plan developed by the Facility Association. The Plan consists of the Articles of Association and the Operating Principles.

### **Pool**

See Risk Sharing Pool

### **Pool Effective Date**

Pool Effective date is the risk is effective in the Pool

### **Project Manager**

An individual within the Member's organization designated by the Member to communicate with the Pool on behalf of the Member and conversely act as the individual with whom the Pool may communicate.

### **Private Passenger Vehicle**

The vehicle is a private passenger vehicle defined in the Automobile Insurance Premiums Regulations as:

A motor vehicle not weighing more than 4500 kg that is used for:

- Pleasure
- Driving to or from work or school, or
- Business purposes, including farming operations



but does not include:

- A motorcycle, power bicycle or moped
- A vehicle used for commercial purposes, including, but not limited to,
  - a vehicle used for transporting individuals for compensation, delivery of goods, courier or messenger service, parcel delivery, meal delivery or driver training,
  - a vehicle rated under a fleet formula,
  - a short-term lease or rental vehicle,
  - a funeral vehicle, or
  - a vehicle held for sale or used for demonstration or testing.
- An emergency vehicle,
- A recreational vehicle,
- An antique vehicle registered as an antique vehicle or,
- An all-terrain vehicle, snow vehicle, miniature motor vehicle or any other similar off-highway vehicle.

**Notes:** Business use does not include any use listed in the Commercial or Public Sections even though Private Passenger rates are used to determine the premium.

Pickup trucks, vans, and other commercial type vehicles rated as ‘farmer’ i.e. rated at Class 33 or Class 34 are not eligible for the Pool. If these vehicles are rated as private passenger vehicles with a farmer discount and there is another farm truck rated commercially, they are eligible for the Pool.

### **Residual Market Risk**

A risk that is eligible for coverage with the Facility Association Residual Market.

### **Reserve (Unpaid Claim) Change Amount**

The amount of increase or decrease that is reported to the Pool when a previously reported Loss Reserve is to be adjusted, only the change is reported and not the new reserve figure.

### **Risk**

The physical or subject matter of a policy of insurance. In the context of the Pools, this refers to a single vehicle.

### **Risk Sharing Pool**

That segment of the Plan of Operation of the Facility Association created to assist members in the provision of automobile insurance to certain owners or licensed drivers through the members' normal production facilities and their normal binding arrangements and to provide for the sharing of such risks.

**Servicing Carrier**

A Member of the Facility Association authorized to issue policies and administrator and settle losses on behalf of the Residual Market Segment of the Facility Association.

**Share of Market**

In the context of the Risk Sharing Pools refers to the proportion that the Member's total "voluntary private passenger non-fleet third party liability direct written car years" is of the total of all such car years for all Members in the relevant jurisdiction. A Member's Share of Market is determined annually by the Facility Association by reference to the Statistical Agency.

**Special Remittance**

In the context of the Risk Sharing Pools the term Special Remittance refers to a request by a Member for immediate reimbursement for recovery of a loss payment and may be made at the Member's discretion only when the Members net recoverable loss through the Pool in respect of any one accident exceeds \$100,000, and subject to satisfactory submission of documentation to the Pool.

**Submission Date**

Submission Date is the date the risk is submitted to the Risk Sharing Pool

**Transaction Code**

A one digit code used to identify a type of transaction submitted to the Pools.

**Transfer**

In the context of the Risk Sharing Pools refers to the Member's transfer of risk to the Pool and the acceptance of the risk by the Pool. A risk is not transferred if it has not been accepted by the Pool.

**Transfer Date**

The year, month and day that a RISK is transferred to the Pool.

**Transfer (Cession) Limit**

In the context of the Pools means the limitation of transfers to the Pool by members.

**Unearned Premium**

An accounting term used to describe the unexpired portion of the policy premium as at a certain date.

**Voluntary Private Passenger**

In the context of the Risk Sharing Pools means Private Passenger Risks as defined in the Automobile Statistical Plan that are written by any Member other than in its capacity as a Servicing Carrier. Voluntary private passenger risks include business transferred to the Risk Sharing Pool.

**Written Premiums**

In the context of the Pools, the Written Premium is an accounting term used to describe the gross original premiums, less returns and cancellations, transferred to the Pool as at a certain date.

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## APPENDIX T-1

Subject area and Field Name	Type	Size	Format	Applicable to: (All, AB, NB, NL, NS, ON)	New Positions		Old Field Positions							
					All Provinces		AL		NB		NS		ON	
					Start	End	Start	End	Start	End	Start	End	Start	End
Submission Control														
1. RSP Identifier*	NUM	3		All	1	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2. Record Identifier	NUM	1		All	4	4	1	1	1	1	1	1	1	1
3. Batch Code	CHAR	3		All	5	7	2	4	2	4	2	4	2	4
4. Entry Year / Month	DATE	6	CCYYMM	All	8	13	5	10	5	10	5	10	5	10
5. Company Number	NUM	3		All	14	16	11	13	11	13	11	13	11	13
6. Branch Code	CHAR	2		All	17	18	14	15	14	15	14	15	14	15
7. Agency Code	CHAR	5		All	19	23	41	45	41	45	41	45	41	45
8. Entry Number	NUM	2		All	24	25	49	50	49	50	49	50	49	50
9. Transaction Code	CHAR	1		All	26	26	51	51	51	51	51	51	51	51
10. For Future Use (blanks)	CHAR	13		All	27	39								
Policy														
11. Policy Number **	CHAR	20		All	40	59	16	24	16	24	16	24	16	24
12. Transfer Date	DATE	8	CCYYMMDD	All	60	67	25	32	25	32	25	32	25	32
13. Expiry Date	DATE	8	CCYYMMDD	All	68	75	33	40	33	40	33	40	33	40
14. Mass Merchandising Indicator	CHAR	1		ON	76	76	N/A	N/A	N/A	N/A	N/A	N/A	129	129

Subject area and Field Name	Type	Size	Format	Applicable to: (All, AB, NB, NL, NS, ON)	New Positions		Old Field Positions							
					All Provinces		AL		NB		NS		ON	
					Start	End	Start	End	Start	End	Start	End	Start	End
<b>15.</b> For Future Use (blanks)	CHAR	8		All	77	84								
<b>Vehicle</b>														
<b>16.</b> Territory Code	NUM	3		All	85	87	46	48	46	48	46	48	46	48
<b>17.</b> Vehicle Number**	NUM	3		All	88	90	52	53	52	53	52	53	52	53
<b>18.</b> Type of Business	NUM	1		All	91	91	54	54	54	54	54	54	54	54
<b>19.</b> Type of Use	NUM	2		All	92	93	55	56	55	56	55	56	55	56
<b>20.</b> Occasional Operator	CHAR	1		All	94	94	57	57	57	57	57	57	57	57
<b>21.</b> TPL Driving Record	NUM	1		All	95	95	69	69	127	127	69	69	69	69
<b>22.</b> Collision /All Perils Driving Record	NUM	1		All	96	96	80	80	129	129	80	80	80	80
<b>23.</b> Accident Benefits Driving Record	NUM	1		ON	97	97	N/A	N/A	N/A	N/A	N/A	N/A	99	99
<b>24.</b> Grid Indicator	CHAR	1		AB	98	98	125	125	N/A	N/A	N/A	N/A	N/A	N/A
<b>25.</b> Inexperienced or Experienced Driver Indicator	CHAR	1		NS	99	99	N/A	N/A	N/A	N/A	134	134	N/A	N/A
<b>26.</b> For Future Use (blanks)	CHAR	10		All	100	109								
<b>Operator</b>														
<b>27.</b> Operator's Age	NUM	2		All	110	111	58	59	58	59	58	59	58	59
<b>28.</b> Years Licensed	NUM	2		All	112	113	60	61	60	61	60	61	60	61
<b>29.</b> Number of Chargeable Accidents	NUM	2		All	114	115	62	63	62	63	62	63	62	63
<b>30.</b> Number of Minor Violations	NUM	2		All	116	117	64	65	64	65	64	65	64	65
<b>31.</b> Number of Major Violations	NUM	2		All	118	119	66	67	66	67	66	67	66	67

Subject area and Field Name	Type	Size	Format	Applicable to: (All, AB, NB, NL, NS, ON)	New Positions		Old Field Positions							
					All Provinces		AL		NB		NS		ON	
					Start	End	Start	End	Start	End	Start	End	Start	End
<b>32.</b> Number of Criminal Code Convictions	NUM	1		All	120	120	68	68	68	68	68	68	68	68
<b>33.</b> For Future Use (blanks)	CHAR	9		All	121	129								
<b>Coverage</b>														
<b>34.</b> Third Party Liability Coverage Code	CHAR	2		All	130	131	70	71	70	71	70	71	70	71
<b>35.</b> Third Party Liability Limit Code	CHAR	1		All	132	132	72	72	72	72	72	72	72	72
<b>36.</b> For Future Use (blanks)	CHAR	8		All	133	140								
<b>37.</b> Third Party Liability Premium	NUM	7	SNNNNNN	All	141	147	73	79	73	79	73	79	73	79
<b>38.</b> BI - Bodily Injury Coverage Code	CHAR	2		NB, NL, NS, ON	148	149	N/A	N/A	N/A	N/A	N/A	N/A	130	131
<b>39.</b> BI - Premium	NUM	7	SNNNNNN	NB, NL, NS, ON	150	156	N/A	N/A	N/A	N/A	N/A	N/A	132	138
<b>40.</b> PD - Property Damage Tort Coverage Code	CHAR	2		NB, NL, NS, ON	157	158	N/A	N/A	N/A	N/A	N/A	N/A	139	140
<b>41.</b> PD - Premium	NUM	7	SNNNNNN	NB, NL, NS, ON	159	165	N/A	N/A	N/A	N/A	N/A	N/A	141	147
<b>42.</b> DCPD – Direct Compensation Coverage Code	CHAR	2		NB, NL, NS, ON	166	167	N/A	N/A	N/A	N/A	N/A	N/A	148	149
<b>43.</b> DCPD – Direct Compensation Deductible Code	NUM	2		NB, NL, NS, ON	168	169	N/A	N/A	N/A	N/A	N/A	N/A	181	182
<b>44.</b> For Future Use (blanks)	CHAR	8		All	170	177								
<b>45.</b> DCPD – Premium	NUM	7	SNNNNNN	NB, NL, NS, ON	178	184	N/A	N/A	N/A	N/A	N/A	N/A	150	156

Subject area and Field Name	Type	Size	Format	Applicable to: (All, AB, NB, NL, NS, ON)	New Positions		Old Field Positions							
					All Provinces		AL		NB		NS		ON	
					Start	End	Start	End	Start	End	Start	End	Start	End
<b>46.</b> UA – Uninsured Automobile Coverage Code	CHAR	2		NB, NL, NS, ON	185	186	N/A	N/A	130	131	118	119	157	158
<b>47.</b> UA – Uninsured Automobile Premium	NUM	7	SNNNNNN	NB, NL, NS, ON	187	193	N/A	N/A	132	138	120	126	159	165
<b>48.</b> Underinsured Motorist Coverage Code	CHAR	2		All	194	195	109	110	109	110	109	110	109	110
<b>49.</b> For Future Use (blanks)	CHAR	8		All	196	203								
<b>50.</b> Underinsured Motorist Premium	NUM	7	SNNNNNN	All	204	210	111	117	111	117	111	117	111	117
<b>51.</b> Accident Benefits Coverage Code	NUM	2		All	211	212	100	101	100	101	100	101	100	101
<b>52.</b> Accident Benefits Premium	NUM	7	SNNNNNN	All	213	219	102	108	102	108	102	108	102	108
<b>53.</b> Collision/All Perils Coverage Code	CHAR	3		All	220	222	81	82	81	82	81	82	175	177
<b>54.</b> For Future Use (blanks)	CHAR	8		All	223	230								
<b>55.</b> Collision/All Perils Premium	NUM	7	SNNNNNN	All	231	237	83	89	83	89	83	89	83	89
<b>56.</b> Comprehensive/Specified Perils Coverage code	CHAR	3		All	238	240	90	91	90	91	90	91	178	180
<b>57.</b> For Future Use (blanks)	CHAR	6		All	241	246								
<b>58.</b> Accident Benefits Optional Coverage – Medical & Rehabilitation and Attendant Care	CHAR	1		ON	247	247								
<b>59.</b> Accident Benefits Optional Coverage – Catastrophic Impairments	CHAR	1		ON	248	248								
<b>60.</b> Comprehensive/Specified Perils Premium	NUM	7	SNNNNNN	All	249	255	92	98	92	98	92	98	92	98

Subject area and Field Name	Type	Size	Format	Applicable to: (All, AB, NB, NL, NS, ON)	New Positions		Old Field Positions							
					All Provinces		AL		NB		NS		ON	
					Start	End	Start	End	Start	End	Start	End	Start	End
<b>61.</b> Total Premiums	NUM	7	SNNNNNN	All	256	262	118	124	118	124	127	133	118	124
<b>62.</b> Third Party Liability Bodily Injury – Added Coverage to offset tort deductible	CHAR	1		ON	263	263								
<b>63.</b> Accident Benefits Optional Coverage - Medical and Rehabilitation	CHAR	1		ON	264	264								
<b>64.</b> Accident Benefits Optional Coverage - Attendant Care	CHAR	1		ON	265	265								
<b>65.</b> Accident Benefits Optional Coverage – Caregiver, Housekeeping and Home Maintenance	CHAR	1		ON	266	266								
<b>66.</b> Accident Benefits Optional Coverage - Income Replacement	CHAR	1		ON	267	267								
<b>67.</b> Accident Benefits Optional Coverage - Dependant Care	CHAR	1		ON	268	268								
<b>68.</b> Accident Benefits Optional Coverage - Death and Funeral	CHAR	1		ON	269	269								
<b>69.</b> Accident Benefits Optional Coverage - Indexation	CHAR	1		ON	270	270								



Data Type	Format	Valid Characters	Comment
Numeric	Num	0-9	Only the digits 0-9 are valid in the field. Field must be right-justified and filled with leading zeros. <b>Exception:</b> Blank (space character) is used to fill the field when a value is not required.
Character or Alphanumeric	Char	0-9, blanks (space characters), alphabetic characters, and certain special characters	Field must be left-justified and filled with trailing blanks (space characters). Blank (space character) is used to fill the field when a value is not required.
Date	CCYYMMDD CCYYMM CCYY	Either of the date formats in the previous column, or blank	The date format will be specified for each field in the Record format below. Blank (space character) is used to fill the field when a date is not required.

## APPENDIX T-2

### Risk/Premium Record Trailer

Field Name	Type	Length	Format	New Position		Old Position	
				Start	End	Start	End
1. RSP Identifier*	NUM	3		1	3	N/A	N/A
2. Record Identifier	NUM	1		4	4	1	1
3. Batch Code	CHAR	3		5	7	2	4
4. Entry Year / Month	DATE	6	CCYYMM	8	13	5	10
5. Company Number	NUM	3		14	16	11	13
6. Branch Code	CHAR	2		17	18	14	15
7. Record Count	NUM	5		19	23	16	20
8. Total All Total Premiums	NUM	12	SNNNNNNNNNNN	24	35	21	32
9. For Future Use (blanks)	CHAR	235		36	270	33	200

Data Type	Format	Valid Characters	Comment
Numeric	Num	0-9	Only the digits 0-9 are valid in the field. Field must be right-justified and filled with leading zeros. <b>Exception:</b> Blank (space character) is used to fill the field when a value is not required.
Character or Alphanumeric	Char	0-9, blanks (space characters), alphabetic characters, and certain special characters	Field must be left-justified and filled with trailing blanks (space characters). Blank (space character) is used to fill the field when a value is not required.
Date	CCYYMMDD CCYYMM CCYY	Either of the date formats in the previous column, or blank	The date format will be specified for each field in the Record format below. Blank (space character) is used to fill the field when a date is not required.

## APPENDIX T - 3

### Claims Record

Field Name	Type	Size	Format	New Position		Old Position	
				Start	End	Start	End
Submission Control							
1. RSP Identifier*	NUM	3		1	3	N/A	N/A
2. Record Type	NUM	1		4	4	1	1
3. Batch Code	CHAR	3		5	7	2	4
4. Entry Year / Month	DATE	6	CCYYMM	8	13	5	10
5. Company Number	NUM	3		14	16	11	13
6. Branch Code	CHAR	2		17	18	14	15
7. Transaction Code	CHAR	1		19	19	73	73
8. For Future Use (blanks)	CHAR	10		20	29		
Policy							
9. Policy Number**	CHAR	20		30	49	16	24
10. For Future Use (blanks)	CHAR	10		50	59		
Vehicle							
11. Vehicle Number**	NUM	3		60	62	25	26
12. Occasional Operator	CHAR	1		63	63	27	27
13. For Future Use (blanks)	CHAR	6		64	69		
Claim Detail							

Field Name	Type	Size	Format	New Position		Old Position	
				Start	End	Start	End
14. Claim Number**	CHAR	20		70	89	28	37
15. Date of Loss	DATE	8	CCYYMMDD	90	97	38	45
16. Claim Transaction Date*	DATE	8	CCYYMMDD	98	105	79	86
17. For Future Use (blanks)	CHAR	2		106	107	46	47
18. Kind of Loss**	CHAR	3		108	110	48	49
19. Paid Amount	NUM	8	SNNNNNNN	111	118	50	57
20. Paid Expense Amount	NUM	7	SNNNNNN	119	125	58	64
21. Reserve Amount	NUM	8	SNNNNNNN	126	133	65	72
22. Expense Code	CHAR	1		134	134	74	74
23. For Future Use (blanks)	CHAR	8		135	142		
24. Excluded Driver	CHAR	1		143	143	75	75
25. Coverage Code	CHAR	3		144	146	76	78
26. For Future Use (blanks)	CHAR	4		147	150	87	200

Data Type	Format	Valid Characters	Comment
Numeric	Num	0-9	Only the digits 0-9 are valid in the field. Field must be right-justified and filled with leading zeros. <b>Exception:</b> Blank (space character) is used to fill the field when a value is not required.
Character or Alphanumeric	Char	0-9, blanks (space characters), alphabetic characters, and certain special characters	Field must be left-justified and filled with trailing blanks (space characters). Blank (space character) is used to fill the field when a value is not required.
Date	CCYYMMDD CCYYMM CCYY	Either of the date formats in the previous column, or blank	The date format will be specified for each field in the Record format below. Blank (space character) is used to fill the field when a date is not required.

## APPENDIX T- 4

### Claims Trailer Record

Field Name	Type	Length	Format	New Position		n	
				Start	End	Start	End
1. RSP Identifier*	NUM	3		1	3	N/A	N/A
2. Record Identifier	NUM	1		4	4	1	1
3. Batch Code	CHAR	3		5	7	2	4
4. Entry Year / Month	DATE	6	CCYYMM	8	13	5	10
5. Company Number	NUM	3		14	16	11	13
6. Branch Code	CHAR	2		17	18	14	15
7. Record Count	NUM	5		19	23	16	20
8. Total All Paid Amounts	NUM	13	SNNNNNNNNNNNN	24	36	21	32
9. Total All Expense Amounts	NUM	12	SNNNNNNNNNNNN	37	48	34	45
10. Total All Reserve Amounts	NUM	13	SNNNNNNNNNNNN	49	61	46	58
11. For Future Use (blanks)	CHAR	89		62	150	59	200

Data Type	Format	Valid Characters	Comment
Numeric	Num	0-9	Only the digits 0-9 are valid in the field. Field must be right-justified and filled with leading zeros. <b>Exception:</b> Blank (space character) is used to fill the field when a value is not required.
Character or Alphanumeric	Char	0-9, blanks (space characters), alphabetic characters, and certain special characters	Field must be left-justified and filled with trailing blanks (space characters). Blank (space character) is used to fill the field when a value is not required.
Date	CCYYMMDD CCYYMM CCYY	Either of the date formats in the previous column, or blank	The date format will be specified for each field in the Record format below. Blank (space character) is used to fill the field when a date is not required.



## **APPENDIX P-1**

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### **Definitions of Risk/Premium Transfer Fields**

#### **Batching of Transaction – Premiums**

##### **Submission Information**

##### **BATCH KEY**

The Batch Key must have the same “COMPANY/RSP IDENTIFIER/ENTRY DATE/BATCH NUMBER/BATCH CODE/ RECORD TYPE”.

##### **# 1. RECORD IDENTIFIER**

A one digit field (numeric) used to identify the record type (Premiums).  
Each record must contain Record Identifier.

Risk/Premium Record	=	1
Risk/Premium Trailer Record	=	2

##### **# 2. RSP IDENTIFIER**

A 3 digit (numeric) used to identify each Risk Sharing Pool

Ontario	100
Alberta Grid	200
Alberta Non-Grid	250
New Brunswick	300
Nova Scotia	400
Newfoundland and Labrador	500

##### **# 3. BATCH CODE**

A 3 digit field (alpha/numeric) used to identify the batch containing the transfer records.

#### **# 4. ENTRY YEAR/MONTH**

A 6 digit field (numeric) used for the YEAR and MONTH (CCYYMM) in which the transaction record is to be processed.

- for future dated TRANSFER DATES - use the year and month of the TRANSFER DATE, but this must not exceed 2 months in advance.
- for current or backdated transaction - use the year and month of the current processing month.
- keep in mind that it is the ENTRY YEAR/MONTH that tells the Pool System which accounting month to book your transactions into.

#### **# 5. COMPANY NUMBER**

A 3 digit code (numeric) assigned by the Statistical Agency (IBC) and used by the Risk Sharing Pool to identify each Member. A company group reporting under a single company number must ensure no other numbers are used.

#### **# 6. BRANCH CODE**

A 2 digit code (alpha/numeric) transmitted to segregate your transactions by branch or service office.

#### **# 7. AGENCY CODE**

A 5 digit code (alpha/numeric) used to identify the agency/brokerage through which the risk is written.

#### **# 8. ENTRY NUMBER**

A 2 digit number that you assign sequentially (starting with "01") to clearly indicate to the Pool System the sequence in which the entries for each risk during a policy period are to be processed.

The entry number is "01" for the first entry on each risk (original transaction code) and is increased by one every time an entry for that risk is transmitted to the Risk Sharing Pool.

**Note:** For the purpose of determining the sequence of entry numbers, each vehicle and each "class 05 or 06" driver for which a separate premium is charged is considered to be a separate risk.

An entry with a TRANSACTION CODE 2, 3 or 9 can never be an entry number "01". An entry with an original TRANSACTION CODE A, B, C, D, or E must always be an entry number "01".

**Example:**

	<b><u>Entry Number</u></b>	<b><u>Entry Number</u></b>	<b><u>Entry Number</u></b>
New Business with vehicle #01	01		
Add New Vehicle #02		01	
Substitute vehicle #01	02		
Change coverage to vehicle #01	03		
Add Class 05 or 06 operator			01
Cancel policy:			
Delete vehicle #01	04		
Delete vehicle #02		02	
Delete 05 or 06 operator			02

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## # 9. TRANSACTION CODE

A 1 digit code (alpha/numeric) used to identify the type of entry transmitted. When more than one risk (vehicle) on a policy is being transferred to the Pool, each requires a separate entry.

**CODE A** Used for the transfer of a risk which is "new business" to you. Transfer is effective the same date as the policy effective date if the entry is transmitted within 15 days of the policy effective date.

This code is also used for the transfer of a risk which is an additional vehicle to a policy, whether the original risk is in the Pool or remains on your own book. **Transfer is effective the date coverage on the vehicle is effective if the entry is transmitted within 15 days of the coverage effective date.**

*Note: Transaction Code A can only be used when reporting the first transaction of new risk being ceded to the Pool*

**CODE B** Used for the transfer of a renewal effective the renewal date, covering business you have written on your account or under your group of companies, but had not transferred during the previous term.

**Such entries must be transmitted on or before your renewal date for the Pool transfer to be effective on the renewal date.**

*Note: Transaction Code B can only be used when reporting a renewal not ceded to the Pool in the previous term.*

**CODE C** Used for the transfer of a renewal effective the renewal date, covering business you have written on your account, but had transferred during the previous policy term.

**Such entries must be transmitted on or before your renewal date for the Pool transfer to be effective on the renewal date.**

*Note: Transaction Code C can only be used when reporting a renewal ceded to the Pool in the previous term.*

**CODE D** Used for the transfer of any risk mid-term, or when a transfer described under codes A, B, C or E is made after the allowable transmittal period.

**The transfer date must be any day after the transmittal date.**

**CODE E** Used to transfer a "class 05 or 06" driver added mid-term to a risk already transferred to the Pool.

**Transfer is effective the date the endorsement adding the 05 or 06 to the member's policy.** The Member is required to transmit the 05 or 06 record and premium as soon as the 05 or 06 is added to the policy.

**CODE 2** –Transfers of a reinstated risk. (That has been Cancelled flat or midterm)

**CODE 3** Used for the following type of entries:

- cancellation (flat or mid-term) of a transfer;
- deletion of vehicle;
- deletion of a "class 05 or 06" driver;
- deletion of coverage(s) - except temporary deletion of mandatory coverages;
- further refund on coverages already deleted;
- further refund on a deletion of a "class 05 or 06" driver;
- further refund on a cancelled risk.

**Notes:** *On cancellations by registered letter, show the actual cancellation date not the date of the letter (that is, include the notice period).*

☞ 1) *On a transaction code 3, coverages to be cancelled with a corresponding premium amount equal to zero are acceptable **if at least one of the coverage present has a corresponding premium amount not equal to zero.** The total transaction premium for a risk to be cancelled cannot be zero.*

☞ 2) *Refer to notation #3 on the next page in the event that you are transferring additional premium on a risk that has either been successfully cancelled or for which coverage has been successfully deleted.*

**CODE 9** Used for all other entries (with or without any premium change); for example:

- change in the TERRITORY CODE.
- change in Vehicle (Substitution of a vehicle)
- change in the AGENCY NUMBER.
- change in OPERATOR'S AGE.
- change in the TYPE OF BUSINESS/TYPE OF USE.
- change in the number of CHARGEABLE ACCIDENTS.
- change in the number of MINOR CONVICTIONS.
- change in the number of MAJOR CONVICTIONS.
- change in the number of CRIMINAL CODE CONVICTIONS.
- addition of coverage (COLLISION/ALL PERILS / COMPREHENSIVE / SPECIFIED PERILS / ACCIDENT BENEFITS).
- reinstatement of coverage (COLLISION/ALL PERILS / COMPREHENSIVE / SPECIFIED PERILS / ACCIDENT BENEFITS).
- change in THIRD PARTY LIMITS.
- change in DEDUCTIBLES.
- change in PREMIUM.
- change in the THIRD PARTY DRIVING RECORD and/or COLLISION / ALL PERILS DRIVING RECORD and/or ACCIDENT BENEFITS DRIVING RECORD.
- Temporary suspension of mandatory coverage.

☞ 3) *When you are transferring additional premium on a cancelled risk or on any coverage that has been deleted (as is the case when the client has remitted the earned premium demanded when the risk was cancelled for NSF reasons; or you are simply making a premium correction or adjustment):*

- process a **transaction code 2**, using the original transfer effective date and transfer the additional premium plus \$ **1.00** under each coverage that may be affected; then
- process a **transaction code 3** using the cancellation effective date and "re-claim" the \$ 1.00 under each of the previously affected coverage.

**Please Note:**

- Since all vehicles are treated as independent risks, the deletion of a vehicle results in the cancellation of that risk, while the reinstatement of a vehicle results in the re-addition of that vehicle (the risk).
- A class 05 operator, "Occasional female driver (under age 25)" or class 06 operator, "Occasional male driver (under age 25)" has to have the same VEHICLE NUMBER as the principal operator for that vehicle.

**#10. FOR FUTURE USE (Use Blanks)**

POLICY INFORMATION

**#11. POLICY NUMBER**

A code of up to 20 digits (alpha/numeric) identifying the policy which contains the risk being transferred. This number must be identical on all subsequent entries.

**#12. TRANSFER DATE**

This is the year, month and date that the risk is being transferred to the Pool. On the record layout, the format is CCYYMMDD.

● **NEW BUSINESS SENT IN 15 DAYS:** IF this transaction is new business or additional vehicle to you AND IF it is transmitted to the Pool within 15 days of the risk effective date, THEN the TRANSFER effective DATE is equal to the risk effective date.

● **NEW BUSINESS SENT AFTER 15 DAYS:** IF this transaction is new business or additional vehicle to you AND IF it is transmitted to the Pool after 15 days of the risk effective date, THEN the TRANSFER effective DATE is equal to the day after the transmittal.

● **RENEWAL SENT ON OR BEFORE THE RENEWAL DATE:** IF the transaction is a renewal to you AND IF it is transmitted to the Pool on or before the renewal effective date, THEN the TRANSFER effective DATE is equal to the Renewal date.

● **RENEWAL SENT AFTER THE RENEWAL DATE:** IF the transaction is a renewal to you AND IF it is transmitted to the Pool after the renewal effective date, THEN the TRANSFER effective DATE is equal to the day after the Pool Submission Date.

● **MID-TERM CHANGES, CANCELLATIONS AND RE-INSTATEMENTS:** The TRANSFER DATE to be used on the mid-term changes, cancellations and reinstatements will generally follow the effective date of such changes on your policy. For limitations and

directions in specific cases, please refer to New Policies and Renewals, Changes/Cancellations/Reinstatements of Transfers.

**PLEASE NOTE:** Future dated transactions are possible up to two calendar months in advance.

### **#13. EXPIRY DATE**

This is the year, month and day (YYYYMMDD) that coverage in the Pool will cease. Coverage expires at 12:01 a.m. on the EXPIRY DATE. On the record layout, the format is YYYYMMDD.

### **#14. MASS MERCHANDISING (Mandatory Ontario Only)**

A 1 digit field to indicate if this policy forms part of a Mass Merchandising effort, for which separate rates have been filed with the Financial Services Commission of Ontario.

No ..... N  
Yes ..... Y

### **#15. FOR FUTURE USE (Use Blanks)**

## VEHICLE INFORMATION

### #16. TERRITORY CODES

A 3 digit code (numeric) indicating the location:

#### Province of ALBERTA

City of Calgary	101
Edmonton District Being townships 52,53 and 54, Ranges 23,24 and 25, west of the 4 <sup>th</sup> Meridian, which includes the City of Edmonton, the city of St. Albert, Clover Bar, Sherwood Park, Lancaster Park, Namao and Winterburn	102
Northern District That portion of the Province lying north of latitude 55 degrees North, which includes the Peace River Block	105
Remainder of Province South of latitude 55 degrees North and includes the city of Medicine Hat, the Town of Redcliff, the city of Lethbridge and the city of Red River	100



## Province of ONTARIO

<p>City of Toronto including: Markham, Richmond Hill, Vaughan and Peel District, including cities and towns of: Brampton, Mississauga, Markham, Richmond Hill, Vaughan and villages on District boundary.</p> <p>The part of the Regional Municipality of Peel including cities and towns of: Brampton, Mississauga, Caledon (on and south of Bolton-Terra Road)</p>	717
<p>City of Hamilton including: Ancaster, Dundas, Stoney Creek and Halton District, including cities and towns of: Burlington, Halton Hills, Acton, Georgetown, Milton and Oakville and villages on the District boundary.</p>	704
<p>Niagara Falls District including: The part of the Regional Municipality of the City of Niagara Falls and Town of Fort Erie.</p>	708
<p>Windsor District including cities and towns of: Windsor, Amherstburg, Belle River, Essex, Tecumseh, Villages and townships of: St Clair Beach, Anderdon, Maidstone, West and South Sandwich and villages on District boundary</p>	718
<p>Oshawa, Aurora, Newmarket, Orangeville Districts, including cities and towns of: Oshawa, Ajax, Newcastle, Newmarket, Orangeville, Pickering, Whitby and Whitchurch-Stouffville</p> <p>The part of the Regional Municipality of Durham, excluding: the Township of Brock, the part of the Township of Scugog north of no. 47 Highway on a line east to Lake Scugog and the Scott portion of the Township of Uxbridge.</p> <p>The part of the Regional Municipality of York, consisting of the Towns of: Aurora, Newmarket, Whitchurch-Stouffville and the Township of King south of No. 9 Highway.</p> <p>The part of the Regional Municipality of Peel, consisting of the Town of: Caledon, north of the Bolton-Terra Road</p> <p>The part of the County of Dufferin, consisting of the Town of: Orangeville</p> <p>The Villages on the District boundary.</p>	710
<p>Brantford, Guelph, Kitchener-Waterloo, Cambridge Districts including the cities and</p>	

<p>towns of:  Brantford, Guelph, Cambridge, Kitchener-Waterloo, Paris  The Part of the Regional Municipality of Waterloo, consisting of the cities of:  Cambridge, Kitchener, Waterloo and the Townships of North Dumfries Woolwich (Waterloo portion only)  The part of the County of Brant consisting of the cities, towns and Townships of:  Brantford, Paris, Brantford, Oakland, Onondaga, South Dumfries and the Six Nations Indian Reserve (Tuscarora)  The part of the county of Wellington, consisting of the cities and Villages of:  Guelph and Erin and Townships of:  Eramosa, Erin, Guelph and Puslinch  The Villages on the District boundary.</p>	706
<p>St Catharines – Lincoln District including the cities and towns of:  St. Catharines, Port Colborne, Thorold, Welland, Grimsby, Lincoln, Niagara-on-the-Lake and Pelham  The Part of the Regional Municipality of Niagara, excluding the Niagara Falls District</p>	713
<p>Ottawa District including the cities of: Ottawa, and the Village of Rockcliffe Park  The part of the Regional Municipality of Ottawa – Carleton consisting of the cities of:  Ottawa, Kanata (March, Nepean portions), Nepean, Vanier, and the Township of Gloucester  The Towns and Villages on the District boundary.</p>	711
<p>London District including the part of the County of Middlesex consisting of:  The City of London, the Township of Westminster and the part of the Township of London on and south of the road between the tenth and eleventh concessions.  The Towns and Villages on the District boundary.</p>	707
<p>Sarnia District including the part of the County of Lambton consisting of:  The City of Sarnia, the Township of Sarnia and the part of the Township of Moore on and north of No. 80 Highway and west of No. 40 Highway (east part dividing Lots 24 and 25)  The Towns and Villages on the District boundary.</p>	728
<p>Lake Erie District including the cities and towns</p>	

<p>of:  Nanticoke, St. Thomas, Chatham, Aylmer,  Blenheim, Dresden, Dunnville, Haldimand,  Ridgetown, Simcoe, Tilbury and  Wallaceburg  The entire Regional Municipality of Haldimand  – Norfolk  The entire Counties of Elgin and Kent  Essex District including the Towns of:  Kingsville, Harrow and Leamington  The part of the County of Essex excluding the  Windsor District</p>	<p>750</p>
<p>Stratford, Woodstock, Lake Huron District  including the cities and towns of:  Woodstock, Stratford, Fergus, Mount Forest,  Ingersoll, Tillsonburg, Listowel, Mitchell, St.  Marys, Clinton, Exeter, Goderich, Wingham,  Strathroy, Forest and Petrolia.  The entire Counties of: Huron, Oxford and  Perth.  The part of the County of Brant, consisting of:  the Township of Burford.  The County of Lambton, excluding :  the Sarnia District  The County of Middlesex, excluding:  the London District  The part of the Regional Municipality of  Waterloo consisting of the Townships of:  Wellesley, Wilmont, Woolwich, (excluding  Waterloo portion)  The part of the County of Wellington consisting  of the towns of:  Fergus, Harriston, Mount Forest and  Palmerston,  the villages of:  Arthur, Clifford, Drayton, and Elora,  and townships of:  Arthur, Maryborough, Minto, Nichol, Peel,  Pilkington, West Garafraxa and West Luther.</p>	<p>751</p>
<p>Grey – Bruce District including the:  City of Owen Sound  and the towns of:  Durham, Hanover, Kincardine, Meaford, Port  Elgin, Shelbourne, Southhampton and  Walkerton.  The entire Counties of Bruce and Grey  The County of Dufferin, excluding the:  Town of Orangeville  Lake Simcoe District including the:  Cities of Barrie and Orillia  The towns of:  Alliston, Bradford, Collingwood, East  Gwillimbury, Midland, Penetanguishene,  Stayner and Wasaga Beach  The County of Simcoe  The part of the Regional Municipality of York  consisting of:</p>	<p>760</p>

<p>The Township of Georgina and the part of the Township of King north of No. 9 highway.</p> <p>The part of the Regional Municipality of Durham consisting of:</p> <p>The Township of Brock, the part of the Township of Scugog north of No. 47 highway on a line east to Lake Scugog and the Scott portion of the Township of Uxbridge.</p> <p>Parry Sound, Muskoka, Haliburton District including the towns of:</p> <p>Bracebridge, Gravenhurst, Huntsville and Parry Sound</p> <p>The part of the District of Parry Sound excluding the:</p> <p>Township of North Himsworth</p> <p>The entire District Municipality of Muskoka</p> <p>The entire Provisional County of Haliburton</p>	<p>760</p>
<p>Peterborough, Lindsay, Port Hope, Cobourg, Trenton, Belleville Kingston Districts including the cities and towns of:</p> <p>Peterborough, Belleville, Kingston, Lindsay, Port Hope, Cobourg and Trenton.</p> <p>Peterborough District including:</p> <p>The entire County of Peterborough,</p> <p>Lindsay District including:</p> <p>The entire part of the County of Victoria</p> <p>Cobourg – Port Hope District including:</p> <p>The entire County of Northumberland including the towns of:</p> <p>Cobourg and Port Hope</p> <p>Belleville – Trenton district including:</p> <p>The entire County of Hastings and the part of the Townships of Sidney and Thurlow south of Highway 401</p> <p>Kingston district including:</p> <p>The entire County of Frontenac and the parts of the Townships of Kingston and Pittsburgh, south of Highway 401.</p> <p>Lake Ontario – Kawartha Lakes district including the towns and villages of:</p> <p>Campbellford, Napanee, Picton and Brighton</p> <p>The entire Counties of:</p> <p>Lennox, Addington and Prince Edward</p>	<p>770</p>
<p>Southeastern Counties District including the cities and towns and villages of:</p> <p>Brockville, Kemptville, Gananoque, Prescott and Morrisburg</p> <p>The entire United Counties of Leeds and Grenville</p> <p>The Dundas portion of the United Counties of:</p> <p>Stormont, Dundas and Glengarry</p> <p>The part of the Regional Municipality of Ottawa-Carleton excluding:</p> <p>the Ottawa District</p>	<p>771</p>

<p>Lanark – Upper Ottawa District including the cities, towns and villages of:  Pembroke, Almonte, Carleton Place, Perth, Smith Falls, Arnprior, Deep River, Renfrew and Petawawa  The entire Counties of Lanark and Renfrew</p>	771
<p>Cornwall District including the cities and towns of:  Cornwall, Alexandria, Hawksbury and Rockland  The entire United Counties of Prescott and Russell  The Glengarry and Stormont portions of the United Counties of:  Stormont, Dundas and Glengarry</p>	780
<p>Sudbury City District including:  The entire Regional Municipality of Sudbury  Northeastern Ontario, Sault Ste. Marie, Manitoulin Island District including the cities and towns of:  Sault Ste. Marie, Timmins, Blind River, Elliott Lake, Espanola, Mattawa, Sturgeon Falls, Haileybury, Kirkland Lake, New Liskeard, Cochrane, Hearst, Iroquois Falls, Smooth Rock Falls and Kapuskasing  The entire Districts of:  Algoma, Cochrane, Manitoulin Island, Sudbury and Timiskaming  The part of the District of Nipissing excluding:  The North Bay District</p>	791
<p>North Bay District including the city and townships of:  North Bay, East Ferris and North Himsworth  Thunder Bay District including the city and townships of:  Thunder Bay, Oliver, Paipoonge, Shuniah (McGregor portion)  The geographic Township of Gorham</p>	702
<p>Northwestern Ontario including the towns of:  Dryden, Fort Frances, Geraldton, Kenora and Sioux Lookout  The entire Districts of:  Rainy River and Kenora  The remainder of:  the District of Thunder Bay</p>	722

## Province of New Brunswick

Counties of Saint John, Kings, Westmoreland, Albert and Charlotte, including: City of Saint John and City of Moncton and towns of: Rothesay, Dieppe, Riverview, St. Andrews, St. George, St. Stephen, Sackville, Shediac, Sussex, St. Martins and Alma and villages of: East Riverside, Kinghurst, Fairvale, Gondola Point, Grand Bay, Quispamsis, Renforth and Westfield	402
Counties of Carleton, Kent, Queens, Sunbury and York, including: City of Fredericton and towns of: Hartland, Woodstock, Oromocto, Nackawic, McAdam, Minto, Chipman, Richibucto and Bouctouche	401
Counties of Northumberland and Victoria, including: towns of: Chatham, Grand Falls, Newcastle, Plaster Rock, Perth-Andover and Miramichi	405
Counties of Gloucester, Madawaska and Restigouche including: City of Bathurst, City of Campbelltown and City of Edmundston and towns of: Caraquet, Dalhousie, St. Leonard, Shippegan, Tracadie, St. Quentin and Tracadie	404

## Province of Newfoundland and Labrador

Labrador District	006
Avalon District consisting of: City of St. John's including that part of the island east of highway 202 being a line between the communities of Old Shop and Chapel Arm in Trinity Bay to the north and Long Harbour and Ship Harbour in Placentia Bay to the south.	004
Bonavista and Burin District consisting of: That territory east of line drawn from Port Blandford in Bonavista Bay to English Harbour East in Fortune Bay, excluding the Avalon District	005
Remainder of Province consisting of: Those parts of the province of Newfoundland and Labrador, excluding the Avalon, Labrador and the Bonavista and Burin Districts	007

## Province of NOVA SCOTIA

Halifax – Dartmouth District including: Cities of Halifax and Dartmouth and Towns and Territories:		501
Beaverbank, Bedford, Beechville, Colby Village, Cole Harbour, Eastern Passage, Hammonds Plain, Harrietsfield, Herring Cove, Ketch Harbour, Lakeside, Lakeview,	Lawrencetown, Upper, Lawrencetown, West, Portuguese Cove, Port Wellis, Preston, Sackville, Lower, Sackville, Middle, Timberlea Waverley, Westphal, Windsor Junction	
Sydney District including: City of Sidney and towns and territories:		502
Bridgeport, Caledonia Mines, Coxheath, Dominion, Florence, Gardiner Mines, Glace Bay, Grand Lake Road, Howie Center, Lingan, Mira Road, New Aberdeen,	New Victoria, New Waterford, North Sydney, Reserve, Reserve Mines, River Ryan, Scotchtown, Sydney Mines, Sydney River, Victoria, Victoria Mines	
Cape Breton District including: the counties of: Inverness, Richmond, Victoria and Cape Breton (excluding Sydney District)		503
Remainder of Province including: the counties of:		500
Annapolis Antigonish Colchester Cumberland Digby Guysborough Hunts	Kings Lunenburg Pictou Queens Shelbourne Yarmouth Halifax -excluding Halifax- Dartmouth District	

## **#17. VEHICLE NUMBER**

A 3 digit field (formatted as two digits plus a leading zero) number assigned by you to uniquely identify each vehicle which is transferred. The VEHICLE NUMBER must be the actual vehicle number on your policy.

- When entering the premium(s) for an occasional driver (class 05/female or 06/male) use the same vehicle number as that used for entering the premium(s) of the principal operator. And, if you reassign your vehicle numbers mid-term on your policy, transactions must be forwarded to the Pool System to ensure that the Pool VEHICLE NUMBERS are identical to the vehicle numbers you are using on your policy.
- In cases where the "class 05 or 06" driver is allowed to drive two or more vehicles on the same policy, and more than one of those vehicles have been transferred but only one "class 05 or 06" premium is charged, use the number of the vehicle with the higher limits and/or lower deductibles.

## **#18. TYPE OF BUSINESS**

A 1 digit field used to enter the Type of Business code:

Individually Rated

.....	
Other than Farmers.....	1
Farmers.....	2
Claim Free New Drivers, With Driver Training .....	8
Claim Free New Drivers, Without Driver Training .....	9

\*8 is to be used only for those claim-free New Drivers who have graduated from an Approved Driver Training Course. Other claim-free New Drivers are to be coded 9. A "New Driver" is one who has held a permanent driver's license for less than 5 years. On renewal, after a claim or at the end of the five year period, the Type of Business would revert to code 1 or 2.

Type of Business 8, "Claims Free New Drivers With Driver Training" and 9 "Claims Free New Drivers Without Driver Training" will no longer be valid within the Automobile Statistical Plan for Premium and Claim transactions with a Policy Effective Date of July 1, 2019 or later. Use Type of Business '1' to represent Other than farmers/Claims free new drivers (with/without) driver training.

## **#19. TYPE OF USE**

A 2 digit field (numeric) used to enter the TYPE OF USE code

### **Provinces of Alberta, New Brunswick, Nova Scotia and Ontario**

#### **CLASS 01**

- Principal Operator is 25 years of age and over.
- Automobile used for pleasure. Maximum driving 5 km one way to and from work or school, no business, professional or vocational use.



- Annual mileage not to exceed 16,000 kilometres (10,000 miles).
- No MALE Driver under 25 years of age; no UNMARRIED FEMALE Driver under age 25 without Driver Training.
- Not more than two drivers per automobile in the household, each of whom has held a valid operators license for the past three years.

**CLASS 02**

- Principal Operator is 25 years of age and over.
- If automobile used for driving to and from work, one way mileage not to exceed 10 miles (16 km.).
- No MALE Driver under 25 years of age; no UNMARRIED FEMALE Driver under 25 years of age without Driver Training.
- Not more than 2 drivers per automobile in the household.

**CLASS 03**

- Principal Operator is 25 years of age and over.
- No Male Driver under 25 years of age.
- Maximum 25% business use.

**CLASS 05 Occasional female driver (under age 25)**

**CLASS 06 Occasional male driver (under age 25)**

Where the principal use of the vehicle qualifies for codes 01, 02, 03 or 07 and a separate premium is charged for the occasional use by a female or male driver under the age of 25 years, ONE premium record will be required for Third Party Liability/Property Damage and one for Collision or All Perils if applicable.

The first record should be fully completed. The codes and the premiums recorded will be those applying to the principal use of the vehicle (01, 02, 03 or 07).

The second record should be fully completed using CODE 05 or CODE 06 for the type of use. The separate premium (or that portion of the policy premium) charged for the Occasional Female or Male Driver under age 25, should be entered in the appropriate premium Columns. The premium totals of the two records when combined will equal the premium for the policy.

**CLASS 07**

- Automobile used for business purposes.
- Principal operator is 25 years of age and over.
- No MALE Drivers under 25 years of age.

## **Provinces of Alberta, Nova Scotia and Ontario**

### **CLASS 08**

Principal operator, whether applicant or not, married male under 21 years of age, residing with his spouse.

### **CLASS 09**

Principal operator, whether applicant or not, married male under 25 years of age, but not under 21 years of age, residing with his spouse.

### **CLASS 10**

Unmarried male principal operator, whether applicant or not, 16, 17 or 18 years of age.

### **CLASS 11**

Unmarried male principal operator, whether applicant or not, 19 or 20 years of age.

### **CLASS 12**

Unmarried male principal operator, whether applicant or not, 21 or 22 years of age.

### **CLASS 13**

Unmarried male principal operator, whether applicant or not, 23 or 24 years of age.

### **CLASS 18**

Principal operator, whether applicant or not, female under 21 years of age.

### **CLASS 19**

Principal operator, whether applicant or not, female under 25 years of age, but not under 21 years of age.

## **Province of New Brunswick**

### **CLASS 08**

Principal operator, whether applicant or not, married male residing with his spouse.

### **CLASS 09**

Principal operator, whether applicant or not, married male residing with his spouse.

### **CLASS 10**

Unmarried male principal operator, whether applicant or not.

### **CLASS 11**

Unmarried male principal operator, whether applicant or not.

### **CLASS 12**

Unmarried male principal operator, whether applicant or not.

**CLASS 13**

Unmarried male principal operator, whether applicant or not.

**CLASS 18**

Principal female operator, whether applicant or not.

**CLASS 19**

Principal female operator, whether applicant or not.

**Province of Newfoundland and Labrador**

**CLASS 01**

- Principal Operator is licensed 9 or more years.
- Automobile used for pleasure. Maximum driving 5 km one way to and from work or school, no business, professional or vocational use.
- Annual mileage not to exceed 16,000 kilometres (10,000 miles).
- Not more than two drivers per automobile in the household.

**CLASS 02**

- Principal Operator is licensed 9 or more years.
- If automobile used for driving to and from work, one way mileage not to exceed 10 miles (16 km.).
- No business, professional or vocational use.
- Not more than 2 drivers, per automobile, in the household.

**CLASS 03**

- Principal Operator is licensed 9 or more years.
- No business, professional or vocational use.

**CLASS 05 Occasional driver**

- Occasional Operator is licensed 9 or more years.

Where the principal use of the vehicle qualifies for codes 01, 02, 03 or 07 and a separate premium is charged for the occasional driver under the age of 25 years, ONE premium record will be required for Third Party Liability/Property Damage and one for Collision or All Perils if applicable.

The first record should be fully completed. The codes and the premiums recorded will be those applying to the principal use of the vehicle (01, 02, 03 or 07).

The second record should be fully completed using CODE 05 for the type of use. The separate premium (or that portion of the policy premium) charged for the Occasional

Driver should be entered in the appropriate premium Columns. The premium totals of the two records when combined will equal the premium for the policy.

**CLASS 07**

- Automobile used for business purposes.
- Principal Operator is licensed 9 or more years.

**CLASS 10**

- Principal Operator is licensed less than 3 years.

**CLASS 11**

- Principal Operator is licensed 3 or 4 years.

**CLASS 12**

- Principal Operator is licensed 5 or 6 years.

**CLASS 13**

- Principal Operator is licensed 7 or 8 years.

**#20. OCCASIONAL OPERATOR**

A 1 digit field (numeric).1-9 used to enter the Occasional Operator if entering the premium for a class 05 or 06 driver and assign the same VEHICLE NUMBER as that used for the principal operator.

**#21. THIRD PARTY LIABILITY DRIVING RECORD**

A 1 digit field (numeric) used to enter the driving record of the vehicle unless transmitting an entry for a class 06 driver, in which case the class 05 and 06 operator's driving record is entered.

Risks rated as having:

Less than 1 year's experience, without claim .....	0
1 years' experience, without claim .....	1
2 years' experience, without claim .....	2
3 years' experience, without claim .....	3
4 years' experience, without claim .....	4
5 years' experience, without claim .....	5
6 years' experience, or more, without claim.....	6

**#22. COLLISION/ALL PERILS DRIVING RECORD**

A 1 digit field (numeric) used to enter the driving record of the vehicle unless transmitting an entry for a class 06 driver, in which case the class 05 and 06 driver's driving record is entered.

Risks rated as having:

Less than 1 year's experience, without claim.....	0
1 years' experience, without claim .....	1

---

2 years' experience, without claim .....	2
3 years' experience, without claim .....	3
4 years' experience, without claim .....	4
5 years' experience, without claim .....	5
6 years' experience, or more, without claim.....	6

### **#23. ACCIDENT BENEFITS DRIVING RECORD - Ontario**

A 1 digit code (numeric) used to enter the Accident Benefits Driving Record. If you do not maintain this data, use the Third Party Liability Driving Record.

Risks rated as having:

Less than 1 year's experience, without claim.....	0
1 year's experience, without claim .....	1
2 years' experience, without claim .....	2
3 years' experience, without claim .....	3
4 years' experience, without claim .....	4
5 years' experience, without claim .....	5
6 years' experience or more, without claim.....	6

### **#24. GRID INDICATOR - Alberta**

A one digit field (ALPHA) used to the Grid Indicator

Grid Risk.....	Y
Non-Grid Risk.....	N

This indicator is required for transaction code A B C D + E.

### **#25. INEXPERIENCED OR EXPERIENCED DRIVER INDICATOR – Nova Scotia**

A one digit field (Alpha) used to enter the Driver Indicator

Inexperienced Clean Driver Indicator.....	Y
Experienced Driver Indicator.....	N

This indicator is required for transaction code A B C D + E.

### **#26. FOR FUTURE USE (Use Blanks)**

## **OPERATOR INFORMATION**

### **#27. OPERATOR'S AGE**

A 2 digit field (numeric) used to enter the age of the principal operator of the vehicle. When transmitting a "class 05 or 06" entry, show the age of the occasional driver under 25 (if more than one, the youngest) and not the age of the principal operator.

**#28. YEARS LICENSED**

A 2 digit field (numeric) used to enter the actual number of years licensed of either the Principal Operator or the Class 05 or 06 Operator, as in the OPERATOR'S AGE.

**#29. NUMBER OF CHARGEABLE ACCIDENTS**

A 2 digit field (numeric) in which the number of chargeable accidents as of the DATE the risk is bound.

**#30. NUMBER OF MINOR VIOLATIONS (TRAFFIC SAFETY CONVICTIONS)**

A 2 digit field (numeric) in which the number of minor convictions is entered.

**#31. NUMBER OF MAJOR VIOLATIONS (SERIOUS TRAFFIC SAFETY CONVICTIONS)**

A 2 digit field (numeric) in which the number of major convictions is entered.

**#32. NUMBER OF CRIMINAL CODE CONVICTIONS**

A 1 digit field (numeric) in which the number of criminal code convictions is entered.

**#33. FOR FUTURE USE (Use Blanks)**

**COVERAGE INFORMATION**

**#34. THIRD PARTY LIABILITY COVERAGE CODE**

A 2 digit field (numeric) used to enter the Third Party Liability Coverage Code. 62

For Newfoundland and Labrador, this field should be blank unless combined Third Party Liability reporting is used (in which case, use code 62).

**#35. THIRD PARTY LIABILITY LIMIT CODE – Province of Alberta**

**Prior to July 1, 2005** a 1 digit field (numeric) used to enter the Third Party Liability

\$ 200,000.....	2
\$ 300,000.....	3

\$ 500,000.....	5
\$1,000,000.....	6
\$2,000,000.....	7

**After to July 1, 2005** a 1 digit field (numeric) used to enter the Third Party Liability Limits.

\$ 200,000.....	2
\$ 250,000.....	A
\$ 300,000.....	3
\$ 400,000.....	B
\$ 500,000.....	5
\$ 750,000.....	C
\$1,000,000.....	6
\$2,000,000.....	D

Please be advised that these codes will apply to risks with effective dates on or after July 1, 2005 for Transaction Codes A, B, C, D, E, 2, 3, and 9.

**Note: Limits Code “7” is not valid after July 1, 2005.** If you are providing a limit in between two of the limits shown here, use the code for the higher limit.

### **THIRD PARTY LIABILITY LIMIT CODE – Ontario, New Brunswick, Newfoundland and Labrador, Nova Scotia**

A 1 digit field (numeric) used to enter the Third Party Liability Limits.

\$ 200,000.....	2
\$ 300,000.....	3
\$ 500,000.....	5
\$1,000,000.....	6
\$2,000,000.....	7

**Note: Limits Code “7” is only valid in Ontario after May 1, 1998.** If you are providing a limit in between two of the limits shown here, use the code for the higher limit.

### **#37. THIRD PARTY LIABILITY PREMIUM – Provinces of Alberta, New Brunswick, Newfoundland and Labrador, Nova Scotia**

A 7 digit field (numeric) used to enter the Third Party Liability Premium. For midterm transfers, the premium must be prorated. The premium must be preceded by a plus (+) or, if the premium amount is a credit, use the minus (-) sign in the left most position of the field.

This premium must include the premium for any endorsement affecting the Third Party Liability Coverage (for example: END No. 28 Reduction of Coverage as respects Operation by Named Person. Any policy level endorsements affecting this Premium must be attached to the vehicle transferred to the Risk Sharing Pool and the entire premium charged for the endorsement is to be included. This premium must also exclude any service charges for your monthly payment plan.

**#38. THIRD PARTY LIABILITY BODILY INJURY COVERAGE CODE– Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

On or after July 1 1994, a 2 digit field (numeric) used to enter the Third Party Liability Bodily Injury coverage code. **You must use 10**

**#39. THIRD PARTY LIABILITY BODILY INJURY PREMIUM – Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

A 7 digit field (numeric) used to enter the Third Party Liability Bodily Injury premium charged for the risk or refunded (in dollars only). This premium field must be used for all transactions on risks transferred on or after July 1, 1994. For midterm transfers, the premium must be prorated. The premium must be preceded by a plus (+) or, if the premium amount is a credit, use minus (-) sign in the left most position of the field, or the entire field must be blank if you are not entering a Third Party Liability Bodily Injury premium.

This premium must include the premium for any endorsement affecting the Third Party Liability Coverage (for example: Tort Deductible OPCF 48). Any policy level endorsements affecting this Premium must be attached to the vehicle transferred to the Risk Sharing Pool and the entire premium charged for the endorsement is to be included. This premium must also exclude any service charges for your monthly payment plan.

**#40. THIRD PARTY LIABILITY PROPERTY DAMAGE TORT COVERAGE CODE – Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

On or after July 1 1994, a 2 digit field (numeric) used to enter the Third Party Liability Property Damage Tort coverage code. **You must use 11.**

**#41. THIRD PARTY LIABILITY PROPERTY DAMAGE TORT PREMIUM – Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

7 digit field (numeric) used to enter the Third Party Liability Property Damage Tort premium charged for the risk or refunded (in dollars only). This premium field must be used for all transactions on risks transferred on or after July 1, 1994. For midterm transfers, the premium must be prorated. The premium must be preceded by a plus (+) or, if the premium amount is a credit, use minus (-) sign in the left most position of the field, or the entire field must be blank if you are not entering a Third Party Liability Property Damage Tort premium.

**#42. THIRD PARTY LIABILITY DIRECT COMPENSATION PROPERTY DAMAGE COVERAGE CODE– Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

On or after July 1 1994, a 2 digit field (numeric) used to enter the Third Party Liability Direct Compensation Property Damage coverage code. **You must use 12.**



**#43. THIRD PARTY LIABILITY DIRECT COMPENSATION PROPERTY DAMAGE DEDUCTIBLE CODE– Province of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

A 2 digit field (numeric) used to enter the Third Party Liability Direct Compensation Property Damage Deductible Code.

**Third Party Liability Direct Compensation Property Damage Deductible**

Full coverage.....	10
\$ 25 deductible.....	11
\$ 50 deductible.....	12
\$ 100 deductible.....	13
\$ 200 deductible.....	14
\$ 250 deductible.....	15
\$ 300 deductible.....	20
\$ 500 deductible.....	26
\$ 1,000 deductible.....	27
Over \$ 1,000 deductible .....	28
Other deductible.....	99

**#45. THIRD PARTY LIABILITY DIRECT COMPENSATION PROPERTY DAMAGE PREMIUM - Provinces of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

A 7 digit field (numeric) used to enter the Third Party Liability Direct Compensation Property Damage premium charged for the risk or refunded (in dollars only). This premium field must be used for all transactions on risks transferred on or after July 1, 1994 for Ontario and January 1, 2014 for New Brunswick and Nova Scotia. For midterm transfers, the premium must be prorated. The premium must be preceded by a plus (+) or, if the premium amount is a credit, use minus (-) sign in the left most position of the field, or the entire field must be blank if you are not entering a Third Party Liability Direct Compensation Property Damage Premium.

**#46.**

**UNINSURED AUTOMOBILE COVERAGE – Province of Ontario,**

A 2 digit field (numeric) used to enter the Uninsured Automobile coverage code

Uninsured Automobile, <i>with Excluded Driver</i> .....	17
Uninsured Automobile, <i>without Excluded Driver</i> .....	18

**UNINSURED AUTOMOBILE COVERAGE – Provinces of New Brunswick, Newfoundland and Labrador, and Nova Scotia**

A 2 digit field (numeric) used to enter the Uninsured Automobile coverage code

Coverage Code.....	90
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**#47. UNINSURED AUTOMOBILE PREMIUM – Provinces of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia**

A 7 digit field (numeric) used to enter the Uninsured Automobile premium charged for the risk or refunded (in dollars only). This premium field must be used for all transactions on risks transferred on or after July 1, 1994. For midterm transfers, the premium must be prorated. The premium must be preceded by a plus (+) or, if the premium amount is a credit, use minus (-) sign in the left most position of the field, or the entire field must be blank if you are not entering a Uninsured Automobile premium.

**#48. UNDERINSURED MOTORIST COVERAGE CODE –Provinces of Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador**

A 2 digit field (numeric) used to enter the **Underinsured Motorist Coverage Code**

\$200,000 .....	02
\$300,000 .....	03
\$500,000 .....	05
\$1,000,000 .....	06
\$2,000,000 .....	07

**UNDERINSURED MOTORIST COVERAGE CODE – Province of Alberta**

**Prior to July 1, 2005** a 2 digit field (numeric) used to enter the **Underinsured Motorist Coverage Code**

\$200,000 .....	02
\$300,000 .....	03
\$500,000 .....	05
\$1,000,000 .....	06
\$2,000,000 .....	07

**On or after July 1, 2005** a 2 digit field (numeric) used to enter the **Underinsured Motorist Coverage Code**

\$200,000 .....	02
\$250,000 .....	0A
\$300,000 .....	03
\$400,000 .....	0B
\$500,000 .....	05
\$750,000 .....	0C
\$1,000,000 .....	06
\$2,000,000 .....	0D

Please be advised that these codes will apply to risks with **effective dates on or after July 1, 2005 for Transaction Codes A, B, C, D, E, 2, 3, and 9**

**#49. FOR FUTURE USE (Use Blanks)**

**#50. UNDERINSURED MOTORIST PREMIUM**

A 7 digit field (numeric) used to enter the Underinsured Motorist premium charged for the risk or refunded (in dollars only). For midterm transactions, the premium must be prorated. If the premium is a credit, use a minus (-) sign in the left most position of the field. (The left most position of the field must be (+) for positive or (-) for negative), or the entire field should be left blank if you are not entering an UNDER INSURED MOTORIST PREMIUM).

This premium must include the premium for any endorsement affecting this coverage. Any policy level endorsement affecting this premium must be attached to the vehicle transferred to the Pool and the entire premium charged for the endorsement is to be included. This premium must also exclude any service charges for your monthly payment plan.

**#51. ACCIDENT BENEFITS COVERAGE CODE - Ontario**

A 2 digit field (numeric) used to enter the Accident Benefits Coverage Code

Basic only <i>with excluded</i> driver endorsement, excluding Uninsured Automobile.....	73
Basic only <i>without excluded</i> driver endorsement, excluding Uninsured Automobile .....	74
Enhanced <i>with excluded</i> driver endorsement, excluding Uninsured Automobile.....	75
Enhanced <i>without excluded</i> driver endorsement, excluding Uninsured Automobile .....	76

**ACCIDENT BENEFITS COVERAGE CODE- Alberta, New Brunswick and Newfoundland and Labrador**

A 2 digit field (numeric) used to enter the Accident Benefits Coverage Code

Coverage Code ..... 78

**ACCIDENT BENEFITS COVERAGE CODE- Nova Scotia**

A 2 digit field (numeric) used to enter the Accident Benefits Coverage Code

Basic Coverage Code .....	78
Enhanced Coverage with Optional Supplementary Benefits.....	79

**#52. ACCIDENT BENEFITS PREMIUM**

A 7 digit field (numeric) used to enter the Accident Benefits premium charged for the risk or refunded (in dollars only). For mid-term transactions, the premium must be prorated. If the premium is a credit, use a minus (-) sign in the left most position of the field. (The left most position of the field must be (+) for positive or (-) for negative or the entire field is blank if you are not entering an ACCIDENT BENEFITS PREMIUM).

**#53. COLLISION/ALL PERILS COVERAGE - Ontario**

A 3 digit field (numeric) used to enter the Collision/All Perils Coverage Code.

**All Perils**

\$100 deductible .....	413
\$ 200 deductible .....	414
\$ 250 deductible .....	415
\$ 300 deductible .....	420
\$ 500 deductible .....	426
\$1000 deductible .....	427
Over \$1000 deductible .....	428
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature .....	499

**Collision**

\$ 100 deductible .....	313
\$ 200 deductible .....	314
\$ 250 deductible .....	315
\$ 300 deductible .....	320
\$ 500 deductible .....	326
\$1000 deductible .....	327
Over \$1,000 deductible .....	328
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature .....	399

**COLLISION/ALL PERILS COVERAGE CODE – Alberta, New Brunswick, Nova Scotia and Newfoundland and Labrador**

A 2 digit field plus a blank (numeric) used to enter the Collision/All Perils Coverage Code

**All Perils**

\$ 100 deductible .....	43
\$ 200 deductible .....	44
\$ 250 deductible .....	45
\$ 500 deductible .....	46
\$1000 deductible .....	47
Over \$1000 deductible .....	48
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature .....	49

**Collision**

\$ 100 deductible .....	33
\$ 200 deductible .....	34
\$ 250 deductible .....	35

\$ 500 deductible .....	36
\$1000 deductible .....	37
Over \$1,000 deductible .....	38
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature .....	39

**#55. COLLISION/ALL PERILS PREMIUM**

A 7 digit field (numeric) used to enter the Collision or All Perils premium charged for the risk or refunded (in dollars only). For midterm transactions, the premium must be prorated. If the premium amount is a credit, use a minus (-) sign in the left most position of the field. (The left most position of the field must be (+) for positive or (-) for negative or the entire field should be blank if you are not entering a COLLISION/ALL PERILS PREMIUM).

This premium must include the premium for any endorsement affecting this coverage. Any policy level endorsement affecting this premium must be attached to the vehicle transferred to the Pool and the entire premium charged for the endorsement is to be included. This premium must also exclude any service charges for your monthly payment plan.

**#56. COMPREHENSIVE/SPECIFIED PERILS COVERAGE (with or without END. No. 13c - Glass Coverage) – Province of Ontario**

A 3 digit field (numeric) used to enter the Comprehensive/Specified Perils Coverage Code.

**Comprehensive**

\$ 50 deductible.....	812
\$ 100 deductible .....	813
\$ 200 deductible .....	814
\$ 250 deductible .....	815
\$ 300 deductible .....	820
\$ 500 deductible .....	826
\$1000 deductible .....	827
Over \$1000 deductible.....	828
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature.....	899

**Specified Perils**

\$ 50 deductible.....	212
\$ 100 deductible .....	213
\$ 200 deductible .....	214
\$ 250 deductible .....	215
\$ 300 deductible .....	220
\$ 500 deductible .....	226
\$1000 deductible .....	227
Over \$1000 deductible.....	228

Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature.....	299
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### **COMPREHENSIVE/SPECIFIED PERILS COVERAGE CODE - Provinces of Alberta, New Brunswick, Nova Scotia and Newfoundland and Labrador**

A 2 digit field plus a blank (numeric) used to enter the Comprehensive/Specified Perils Coverage Code

#### **Comprehensive**

\$ 50 deductible.....	82
\$ 100 deductible .....	83
\$ 200 deductible .....	84
\$ 250 deductible .....	85
\$ 500 deductible .....	86
\$1000 deductible .....	87
Over \$1000 deductible.....	88
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature.....	89

#### **Specified Perils**

\$ 50 deductible.....	22
\$ 100 deductible .....	23
\$ 200 deductible .....	24
\$ 250 deductible .....	25
\$ 500 deductible .....	26
\$1000 deductible .....	27
Over \$1000 deductible.....	28
Other Deductible Coverages including Disappearing Deductible Coverage and others of a similar nature.....	29

#### **#57. FOR FUTURE USE (Use Blanks)**

#### **#58. MEDICAL, REHABILITATION AND ATTENDANT CARE - ONTARIO**

On or after June 1st, 2016, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in the Automobile Statistical Plan.

Medical & Rehabilitation and Attendant Care	Basic Coverage	0	Basic Coverage \$65,000 combined limit
	Option 1	1	\$130,000 combined limit
	Option 2	2	\$1,000,000 combined limit

**#59. CATASTROPHIC IMPAIRMENTS - ONTARIO**

On or after June 1st, 2016, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in the Automobile Statistical Plan.

Catastrophic Impairments	Basic Coverage	0	Basic Coverage \$1,000,000
	Option 1	1	Additional \$1,000,000

**#60. COMPREHENSIVE/SPECIFIED PERILS PREMIUM**

A 7 digit field (numeric) used to enter the Comprehensive or Specified Perils premium charged for the risk or refunded (in dollars only). For midterm transactions, the premium must be prorated. If the premium is a credit, use a minus (-) sign in the left most position of the field. (The left most position of the field must be (+) for positive or (-) for negative or the entire field should be blank if you are not entering a COMPREHENSIVE/SPECIFIED PERILS PREMIUM).

This premium must include the premium for any endorsement affecting this coverage. Any policy level endorsement affecting this premium must be attached to the vehicle transferred to the Pool and the entire premium charged for the endorsement is to be included. This premium must also exclude any service charges for your monthly payment plan.

**#61. TOTAL PREMIUMS**

A 7 digit field (numeric) in which the total premium is to be entered. This must include all debit and credit premiums entered on this transaction record. (The left most position of the field must be (+) or for positive or (-) for negative or the entire field must be blank if you are not entering a TOTAL PREMIUM). This premium must also exclude any service charges for your monthly payment plan.

**#62. THIRD PARTY BODILY INJURY – OPTIONAL COVERAGE – ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in the Automobile Statistical Plan.

Bodily Injury	Basic Coverage	0	Added Coverage to Offset Tort Deductible OPCF 48 – not selected
	Optional	1	Add Coverage to Offset Tort Deductible OPCF 48 selected -\$20,000 deductible (not at fault accident victims) \$10,000 deductible (family members under the Family Law Act)

**# 63. MEDICAL and REHABILITATION - ONTARIO**

On or after September 1st, 2010 and prior to June 1st, 2016, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in the Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Option 1	1	\$100,000 non-catastrophic
Option 2	2	\$1,100,000 for Medical and Rehabilitation and \$1,072,000 for Attendant Care

**#64. ATTENDANT CARE - ONTARIO**

On or after September 1st, 2010 and prior to June 1st, 2016, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in the Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Option 1	1	\$72,000 non-catastrophic
Option 2	2	\$1,100,000 for Medical and Rehabilitation and \$1,072,000 for Attendant Care

**#65. CAREGIVER, HOUSEKEEPING and HOME MAINTENANCE – ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Optional (non-catastrophic)	1	Housekeeping and home maintenance up to \$100 per week, Caregiver benefits up to \$250 per week plus \$50 per dependant

**#66. INCOME REPLACEMENT - ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Option 1	1	Maximum \$600 per week up to 70% of gross income
Option 2	2	Maximum \$800 per week up to 70% of gross income
Option 3	3	Maximum \$1,000 per week up to 70% of gross income



**#67. DEPENDANT CARE – ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in Automobile Statistical Plan.

Basic Coverage	0	None offered
Optional	1	\$75 per week for the first dependant and \$25 for every additional dependant, up to \$150 per week

**#68. DEATH and FUNERAL – ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Optional	1	\$50,000 eligible spouse; \$20,000 each dependant; maximum \$8,000 funeral expenses

**#69. INDEXATION – ONTARIO**

On or after September 1st, 2010, a 1 digit field (numeric) to indicate if added coverage beyond the basic level as defined in Automobile Statistical Plan.

Basic Coverage	0	Basic Coverage
Optional	1	Certain weekly benefit payments and monetary limits will increase on an annual basis to reflect changes in cost of living

## APPENDIX P-2

### Rejection/Error Codes

The following error messages will reflect conditions on your rejection or error premium transactions, when you view the Premium Transaction Screen in **Correct**. The short bold message is initially displayed, with an option to access the larger more detailed description of data required, some with tips as to the probable cause of the error.

CATAGORY	REASON CODE	DESCRIPTION
<b>File</b>	F01	When submitted file has record length anything other than 150, 270 length
<b>File</b>	F02	One or many key fields are missing. Or the user does not have access to submit this file for the reporting company.
<b>Batch</b>	B01	Invalid Reporting Company - The reporting company does not exist
<b>Batch</b>	B02	The first 18 bytes of the record does not match with the first 18 byte of the trailer record
<b>Batch</b>	B03	There is no record (record type 1 or 3) before the trailer
<b>Batch</b>	B04	Record count does not match with specified trailer record count
<b>Batch</b>	B05	Duplicate Batches are batches with the same values on Primary Keys (First 18 Bytes on Record format)
<b>Batch</b>	B06	Invalid Entry Date - The value for Entry Date should be a current year/month or one of the two following months. If it is first week of the month, then Entry Date can also include the previous month
<b>Batch</b>	B07	Invalid Branch Code - The branch does not belong to the reporting company
<b>Batch</b>	B08	Invalid RSP Identifier - The reporting company does not have access to the Risk Sharing Pool or does not belong to the Risk Sharing Pool
<b>Batch</b>	B09	Invalid Batch Code. The batch code is blank
<b>Batch</b>	B10	Invalid Record identifier (not one of these values 1, 2,3 & 4)
<b>Batch</b>	B11	Missing Trailer
<b>Batch</b>	B12	Missing Allowance Factor
<b>Batch</b>	B13	Duplicate Batch
<b>Transaction</b>	T01	Transfer Limit Exceeded or there is no Transfer Limit for your Company

**FIELD AND RELATIONSHIP ERRORS**

<b>FIELD NAME</b>	<b>ERR. NO.</b>	<b>ERROR MESSAGE</b>
POLICY NUMBER	005	<b>Policy Number is Missing</b> The POLICY NUMBER is a mandatory field. An all-zero POLICY NUMBER is considered missing.
AGENCY NUMBER	006	<b>Agency Number is Missing</b> The AGENCY NUMBER is a mandatory field.
TRANSFER DATE	007	<b>Invalid Transfer Date</b> The TRANSFER DATE must be formatted as CCYYMMDD and represent an actual calendar date. For example, February 30 is an invalid date.
	008	<b>Invalid Transfer Date/Expiry Date/Entry Date Combination</b> The TRANSFER DATE must be prior to the EXPIRY DATE, and must not be greater than the ENTRY DATE.
	009	<b>Term of Risk Exceeds 12 Months</b> The period from the TRANSFER DATE to the EXPIRY DATE must be 12 months or less.
EXPIRY DATE	010	<b>Invalid Expiry Date</b> The expiry date must be formatted as CCYYMMDD and represent an actual calendar date. For example, February 30 is an invalid date.
CHARGEABLE ACCIDENTS	011	<b>Invalid No. of Chargeable Accidents</b> The NUMBER OF CHARGEABLE ACCIDENTS is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be a number in the range of 00 - 99.
MINOR CONVICTIONS	012	<b>Invalid No. of Minor Convictions</b> The NUMBER OF MINOR CONVICTIONS is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be a number in the range of 00 - 99.
MAJOR CONVICTIONS	013	<b>Invalid No. of Major Convictions</b> The NUMBER OF MAJOR CONVICTIONS is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be a number in the range of 00 - 99.
CRIMINAL CODE CONVICTIONS	014	<b>Invalid No. of Criminal Code Convictions</b> The NUMBER OF CRIMINAL CODE CONVICTIONS is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be a number in the range of 0 - 9.
VEHICLE NUMBER	020	<b>Invalid Vehicle Number</b> The VEHICLE NUMBER is a mandatory field and must be number in the range of 001 - 999.

FIELD NAME	ERR. NO.	ERROR MESSAGE
OCCASIONAL OPERATOR	021	<b>Invalid Occasional Operator</b> The OCCASIONAL OPERATOR must be 1-9 or blank, where 1-9 indicates that the premium is for a class 05 or 06 Operator
ENTRY NUMBER	022	<b>Invalid or Missing Entry Number</b> The ENTRY NUMBER is a mandatory field and must be 01 for an original entry (TRANSACTION CODE A, B, C, D or E) or a number in the range of 02 - 99 for a subsequent entry (TRANSACTION CODE 2, 3 or 9).
TERRITORY CODE	023	<b>Invalid Territory Code</b> The TERRITORY CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be one of those codes listed in the Definitions of Premium Transfer Fields.
TERRITORY CODE, RSP IDENTIFIER COMBINATION	024	<b>Territory Code, RSP Identifier Combination is Invalid</b> The Territory Code must be in the same jurisdiction as the RSP Identifier
TYPE OF BUSINESS	025	<b>Invalid Type of Business Code</b> The TYPE OF BUSINESS is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be listed in the Definitions of Premium Transfer Fields.
TYPE OF USE OCCASIONAL OPERATOR	027	<b>Invalid Type of Use for Class 05 or 06</b> When the TYPE OF USE code is 05 or 06, the OCCASIONAL OPERATOR must be 1-9 and you must use the same vehicle number as that used for the principal operator.
TYPE OF USE	028	<b>Invalid Type of Use Code</b> The TYPE OF USE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be listed in the Definitions of Premium Transfer Fields.
CLASS 05 OR 06	029	<b>Invalid Class 05 or 06 Coverage Combination</b> When the TYPE OF USE is 05 or 06, only THIRD PARTY, LIABILITY, ACCIDENT BENEFITS and ALL PERILS/COLLISION is acceptable.
OPERATOR'S AGE	030	<b>Invalid Operator's Age</b> The OPERATOR'S AGE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be number in the range of 00-99.

FIELD NAME	ERR. NO.	ERROR MESSAGE																																		
YEARS LICENSED	031	<b>Invalid Years Licensed</b> The YEARS LICENSED is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be a number in the range of 00 - 99.																																		
TRANSACTION CODE	032	<b>Invalid Transaction Code</b> The TRANSACTION CODE must be A, B, C, D, and E, 2, 3 or 9.																																		
TYPE OF USE	033	<b>Invalid Age/Type of Use Relationship - Ontario, Alberta, and Nova Scotia</b>  The following relationship must exist: <table><tr><td><u>Type of Use</u></td><td><u>Age</u></td></tr><tr><td>01, 02, 03</td><td>25 or more</td></tr><tr><td>05, 06</td><td>under 25</td></tr><tr><td>08 and 18</td><td>under 21</td></tr><tr><td>09 and 19</td><td>21 to 24</td></tr><tr><td>10</td><td>18 years or less</td></tr><tr><td>11</td><td>19, 20</td></tr><tr><td>12</td><td>21, 22</td></tr><tr><td>13</td><td>23, 24</td></tr></table> <b>Invalid Years Licensed/Type of Use Relationship – Newfoundland and Labrador</b>  The following relationship must exist: <table><tr><td><u>Type of Use</u></td><td><u>Years Licensed</u></td></tr><tr><td>01, 02, 03</td><td>9 or more</td></tr><tr><td>05</td><td>9 or more</td></tr><tr><td>07</td><td>9 or more</td></tr><tr><td>10</td><td>Less than 3</td></tr><tr><td>11</td><td>3 or 4</td></tr><tr><td>12</td><td>5 or 6</td></tr><tr><td>13</td><td>7 or 8</td></tr></table>	<u>Type of Use</u>	<u>Age</u>	01, 02, 03	25 or more	05, 06	under 25	08 and 18	under 21	09 and 19	21 to 24	10	18 years or less	11	19, 20	12	21, 22	13	23, 24	<u>Type of Use</u>	<u>Years Licensed</u>	01, 02, 03	9 or more	05	9 or more	07	9 or more	10	Less than 3	11	3 or 4	12	5 or 6	13	7 or 8
<u>Type of Use</u>	<u>Age</u>																																			
01, 02, 03	25 or more																																			
05, 06	under 25																																			
08 and 18	under 21																																			
09 and 19	21 to 24																																			
10	18 years or less																																			
11	19, 20																																			
12	21, 22																																			
13	23, 24																																			
<u>Type of Use</u>	<u>Years Licensed</u>																																			
01, 02, 03	9 or more																																			
05	9 or more																																			
07	9 or more																																			
10	Less than 3																																			
11	3 or 4																																			
12	5 or 6																																			
13	7 or 8																																			
CANCELLATION TRANSACTION CODE 3	037	<b>Transaction Code 3 - Cancellation - with Invalid Non-Credit Premiums</b> For a cancellation, deletion of a vehicle or deletion of a coverage (TRANSACTION CODE 3) must have reported PREMIUMS in a credit position (zero amount is OK).																																		

FIELD NAME	ERR. NO.	ERROR MESSAGE
TRANSACTION CODES WITH INVALID CREDIT PREMIUMS	038	<b>Transaction Codes A, B, C, D or E with Invalid Credit Premium</b> For an original entry (new business, renewal, additional vehicle or mid-term transfer - TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) must have reported PREMIUMS in a debit amount.
TPL DRIVING RECORD	039	<b>Third Party Liability Driving Record Missing</b> The THIRD PARTY LIABILITY DRIVING RECORD is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2).
TPL DRIVING RECORD	040	<b>Invalid Third Party Liability Driving Record</b> The Third Party Liability Driving Record must be 0, 1, 2, 3, 4, 5 or 6.
TPL COVERAGE CODE	041	<b>Invalid Third Party Liability Coverage Code -For Alberta only -</b> The THIRD PARTY LIABILITY COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be coded as 62. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY PREMIUM has been reported, the COVERAGE CODE must be present. For Non-Alberta - must be blank.
TPL LIMIT	042	<b>Invalid Third Party Liability Limit Code</b> The THIRD PARTY LIABILITY LIMIT is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be listed in the Definitions of Premium Transfer Fields.
TPL PREMIUM	043	<b>Third Party Liability Premium is Not Numeric or Missing For Alberta only -</b> The THIRD PARTY LIABILITY PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be numeric. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY COVERAGE CODE has been reported, the PREMIUM must be present. For Non-Alberta - must be blank.
ACCIDENT BENEFIT DRIVING RECORD	044	<b>Accident Benefit Driving Record Missing - For Ontario Only -</b> The ACCIDENT BENEFITS DRIVING RECORD is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) when NOT a Class 05 or 06 operator. When ACCIDENT BENEFITS COVERAGE CODE is reported for a Class 05 or 06 operator then DRIVING RECORD must be present.
ACCIDENT BENEFIT DRIVING RECORD	045	<b>Invalid Accident Benefit Driving record – For Ontario Only</b> The ACCIDENT BENEFITS DRIVING RECORD must a number in the range of 0 - 6. For Non-Ontario must be blank.

ACCIDENT BENEFIT COVERAGE CODE	047	<p><b>Invalid Accident Benefit Coverage -</b> The ACCIDENT BENEFITIS COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) when NOT a Class 05 or 06 operator. For Class 05 or 06 operators or for TRANSACTION CODES 3 &amp; 9, if the ACCIDENT BENEFITS PREMIUM has been reported, the COVERAGE CODE must be present. <b>For Ontario</b> must be coded as 73 - 76. <b>For New Brunswick</b> must be 78 or 79. <b>For Nova Scotia</b> must be 78 <b>For Alberta</b> must be 78.</p>
A/B PREMIUM	048	<p><b>Accident Benefits Premium Not Numeric or Missing</b> The ACCIDENT BENEFITS PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) when NOT a Class 05 or 06 operator. For Class 05 or 06 operators or for TRANSACTION CODES 3 &amp; 9, if the ACCIDENT BENEFITS COVERAGE CODE has been reported, the PREMIUM must be present.</p>
UNDER- INSURED MOTORIST COVERAGE	049	<p><b>Invalid Underinsured Motorist Coverage - Ontario, New Brunswick, Nova Scotia</b>  When an UNDERINSURED MOTORIST PREMIUM is recorded, the UNDERINSURED MOTORIST coverage must be ( 02, 03, 05, 06, 07)</p> <p><b>Invalid Underinsured Motorist Coverage - Newfoundland and Labrador</b> When an UNDERINSURED MOTORIST PREMIUM is recorded, the UNDERINSURED MOTORIST coverage must be ( 00, 01, 02, 03, 05, 06, 07)</p> <p><b>Invalid Underinsured Motorist Coverage - Alberta</b> When an UNDERINSURED MOTORIST PREMIUM is recorded, the UNDERINSURED MOTORIST coverage must be (02, 03, 05, 06, 07) Prior to July 1, 2005</p> <p>When an UNDERINSURED MOTORIST PREMIUM is recorded, the UNDERINSURED MOTORIST coverage must be (02, 0A, 03, 0B, 05, 0C, 06, 0D) After to July 1, 2005.</p>
UNDER- INSURED MOTORIST PREMIUM	050	<p><b>Underinsured Premium Not Numeric</b> When an UNDERINSURED MOTORIST COVERAGE is recorded, the premium must be numeric.</p>
COLLISION/ ALL PERILS DRIVING RECORD	052	<p><b>Invalid Collision/All Perils Driving Record</b> The COLLISION/ALL PERILS DRIVING RECORD must be 0, 1, 2, 3, 4, 5 or 6.</p>

COLLISION/ ALL PERILS DRIVING RECORD	053	<b>Collision/All Perils Driving Record Missing</b> The COLLISION/ ALL PERILS DRIVING RECORD must be reported when COLLISION/ ALL PERILS COVERAGE CODE OR PREMIUM is reported on an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2).
COLLISION/ALL PERILS COVERAGE CODE	054	<b>Invalid Collision/All Perils Coverage Code – Alberta, New Brunswick, Nova Scotia.</b> The Collision Coverage code recorded you must use 33 to 39 or the All Perils Coverage Code 43 to 49.  <b>Invalid Collision/All Perils Coverage Code – Newfoundland and Labrador.</b> The Collision Coverage code recorded you must use 30 to 39 or the All Perils Coverage Code 40 to 49.  <b>Invalid Collision/All Perils Coverage Code - Ontario</b> The Collision Coverage Code recorded you must use 313 to 315, 320, 326 to 328 and 399 or the All Perils Coverage Code 413 to 415, 420, 426 to 428 and 499
COLLISION/ALL PERILS PREMIUM	055	<b>Collision/All Perils Premium Not Numeric or Missing</b> When the COLLISION/ALL PERILS COVERAGE code is recorded, the COLLISION/ALL PERILS PREMIUM must be present and must be a number.
COMPREHENSIVE /SPECIFIED PERILS COVERAGE CODE	056	<b>Invalid Comprehensive/Specified Perils Coverage Code – Alberta, New Brunswick, Nova Scotia</b> The Comprehensive Coverage Code reported must be 82 to 89 and the Specified Perils Coverage Code 22 to 29.  <b>Invalid Comprehensive/Specified Perils Coverage Code – Newfoundland and Labrador</b> The Comprehensive Coverage Code reported must be 80 to 89 and the Specified Perils Coverage Code 20 to 29.  <b>Invalid Comprehensive/Specified Perils Coverage Code – Ontario</b> The Comprehensive Coverage Code reported must be 812 to 815, 820, 826 to 828 and 899 or the Specified Perils Coverage Code 212 to 215, 220, 226 to 228 and 299.
COMPREHENSIVE /SPECIFIED PERILS PREMIUM	057	<b>Comprehensive/Specified Perils Premium not Numeric or Missing</b> When a COMPREHENSIVE/SPECIFIED PERILS COVERAGE code is recorded, the COMPREHENSIVE/SPECIFIED PERILS PREMIUM must be present and must be a number.



TOTAL PREMIUMS	062	<b>Total Premium Does Not Equal the Sum of the Individual Premiums</b> The Total Premium field is mandatory.
TOTAL PREMIUMS IS ZERO ON A CANCELLATION	064	<b>Total Premium is zero on a cancellation</b> The total premium cannot be zero. There must be at least one premium amount coded on a Cancellation.
ALL PERILS IS NOT VALID WITH COMP/SPECIFIED PERILS	066	<b>All Perils is not Valid with Comprehensive/Specified Perils</b> All Perils is not valid with Comprehensive/Specified Perils coverages.
COMP/SPECIFIED IS NOT VALID WITH ALL PERILS		<b>Comprehensive/Specified Perils is not Valid with All Perils</b> Comprehensive/Specified Perils coverage is not valid All Perils
MASS MERCHANDISING INDICATOR	067	<b>Invalid Mass Merchandising Indicator For Ontario</b> The MASS MERCHANDISING INDICATOR is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be either N or Y. For Non-Ontario must be blank.

FIELD NAME	ERR. NO.	ERROR MESSAGE
TPL-BI COVERAGE CODE	201	<b>Invalid TPL - BI Coverage Code – For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY BI COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be coded as 10. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY BI PREMIUM has been reported, the COVERAGE CODE must be present. For Alberta - must be blank.
TPL-BI PREMIUM	202	<b>TPL - BI Premium is Not Numeric or Missing - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY BI PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be numeric. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY BI COVERAGE CODE has been reported, the PREMIUM must be
TPL-PD COVERAGE CODE	203	<b>Invalid TPL - PD Coverage Code - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY PD COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be coded as 11. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY PD PREMIUM has been reported, the COVERAGE CODE must be present. For Alberta - must be blank.
TPL-PD PREMIUM	204	<b>TPL - PD Premium is Not Numeric or Missing - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY PD PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be numeric. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY PD COVERAGE CODE has been reported, the PREMIUM must be present. For Alberta - must be blank.
TPL-DCPD COVERAGE CODE	205	<b>Invalid TPL - DCPD Coverage Code - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY DCPD COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be coded as 12. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY DCPD PREMIUM has been reported, the COVERAGE CODE must be present. For Alberta - must be blank.

TPL-DCPD PREMIUM	206	<b>TPL - DCPD Premium is Not Numeric or Missing - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The THIRD PARTY LIABILITY DCPD PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be numeric. For TRANSACTION CODES 3 & 9, if the THIRD PARTY LIABILITY DCPD COVERAGE CODE has been reported, the PREMIUM must be present. For Alberta - must be blank.
UNINSURED AUTOMOBILE COVERAGE CODE	209	<b>Invalid Uninsured Automobile Coverage Code –</b> <b>For Non-Alberta</b> - UNINSURED AUTOMOBILE COVERAGE CODE is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2). <b>For Ontario</b> - must be coded as 17 or 18. <b>For New Brunswick and Nova Scotia and Newfoundland and Labrador</b> - must be coded as 90. For TRANSACTION CODES 3 & 9, if the UNINSURED AUTOMOBILE PREMIUM has been reported, the COVERAGE CODE must be present. <b>For Alberta</b> - must be Blank.
UNINSURED AUTOMOBILE PREMIUM	210	<b>UA Premium is Not Numeric or Missing</b> <b>For Non-Alberta</b> - UNINSURED AUTOMOBILE PREMIUM is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be numeric. For TRANSACTION CODES 3 & 9, if the UNINSURED AUTOMOBILE COVERAGE CODE has been reported, the PREMIUM must be present. <b>For Alberta</b> - must be blank.
TPL-DCPD DEDUCTIBLE CODE	215	<b>Invalid TPL - DCPD Deductible code – For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> The DCPD Deductible Code 10 to 15, 20, 26 to 28 and 99 is invalid or has been reported with a transfer date prior to January 1, 1997.

TPL-DCPD DEDUCTIBLE COVERAGE	216	<b>Invalid TPL - DCPD Coverage / Deductible Combination - For Ontario, New Brunswick, Nova Scotia and Newfoundland and Labrador</b> When DCPD Deductible Code 10 to 15, 20, 26 and 99 has been
GRID INDICATOR	219	<b>Grid Indicator invalid – Alberta</b> For Alberta - The GRID INDICATOR is mandatory for an original entry (TRANSACTION CODE A, B, C, D or E) or a reinstatement (TRANSACTION CODE 2) and must be Y or N. For non- Alberta must be blank.
GRID INDICATOR/RSP IDENTIFIER COMBINATION	220	<b>Grid Indicator/RSP Identifier Combination – Alberta</b> If RSP Indicator is “Y”, then RSP Identifier must be “200” If RSP Indicator is “N”, then RSP Identifier must be “250”
TRANSFER DATE	222	<b>Transfer Date invalid</b> The transfer date for <b>Ontario</b> must be on or after January 1, 1993 The transfer date for <b>Alberta</b> must be on or after October 1, 2004 The transfer date for <b>New Brunswick</b> must be on or after January 1, 2005 The transfer date for <b>Nova Scotia</b> must be on or after November 15, 2006. <b>The transfer date for Newfoundland and Labrador must be on or after July 1, 2020</b>
INEXPERIENCED/ EXPERIENCED DRIVER INDICATOR	225	<b>Inexperienced/Experienced Driver Indicator is Invalid</b> Inexperienced/Experienced Driver Indicator must have a value “Y” or “N” <b>(This is valid for Nova Scotia only)</b>
YEARS LICENSED/ INEXPERIENCED CLEAN DRIVER INDICATOR	226	<b>Invalid Years Licensed/Inexperienced Clean Driver Indicator</b> If Inexperience Clean Driver Indicator = “Y”, then Years Licensed must be 00-05
TRANSACTION CODE “E”	227	<b>Invalid Use of Transaction Code “E”</b> Transaction Code “E” reported for a Principal Operator; can only be used when reporting an Occasional Operator
THIRD PARTY BODILY INJURY OPTIONAL COVERAGE	228	<b>Invalid Third Party Bodily Injury Optional Coverage</b> For policies effective on or after September 1, 2010. If the Third Party Bodily Injury coverage code is reported as “10”, the Optional Bodily Injury Benefit coverage code must be “0” for basic or “1” for enhance.

INCREASED MEDICAL AND REHABILITATION	229	<b>Invalid Medical and Rehabilitation</b> For policies effective on or after September 1, 2010 and prior to June 1, 2016 the Optional Benefits must be: 0 - Basic 1 - \$100, 000 Non-Catastrophic 2 - \$1,100,000 for Medical and Rehabilitation \$1,072,000 for Attendant Care
ATTENDANT CARE	230	<b>Invalid Attendant Care</b> For policies effective on or after September 1, 2010 and prior to June 1, 2016 the Optional Benefits must be: 0 - Basic 1 - \$72, 000 Non-Catastrophic 2 - \$1,100,000 for Medical and Rehabilitation \$1,072,000 for Attendant Care
CAREGIVER, HOUSEKEEPING AND HOME MAINTENANCE	231	<b>Invalid Caregiver, Housekeeping and Home Maintenance</b> For policies effective on or after September 1, 2010 the Optional Benefits must be: 0 - Basic 1 - Housekeeping and Home Maintenance up to \$100 per week, Caregiver Benefits up to \$250 per week plus \$50 per dependant.
INCOME REPLACEMENT	232	<b>Invalid Income Replacement</b> For policies effective on or after September 1, 2010 the Optional Benefits must be: 0 – Basic 1 – Maximum \$600 per week up to 70% of gross income 2 - Maximum \$800 per week up to 70% of gross income 3 - Maximum \$1,000 per week up to 70% of gross income
DEPENDANT CARE	233	<b>Invalid Dependant Care</b> For policies effective on or after September 1, 2010 the Optional Benefits must be: 0 - Basic 1- \$75 per week for the first dependant and \$25 for every additional dependant, up to \$150 per week
DEATH AND FUNERAL	234	<b>Invalid Death and Funeral</b> For policies effective on or after September 1, 2010 the Optional Benefits must be: 0 – Basic 1 - \$50,000 eligible spouse, \$20,00 each dependant, Maximum

INDEXATION	235	<b>Invalid Indexation</b> For policies effective on or after September 1, 2010 the Optional Benefits must be: 0 – Basic 1 – Certain weekly benefits payments and monetary limits will increase on an annual basis to reflect changes in cost of living
OPTIONAL ACCIDENT BENEFITS, MEDICAL, REHABILITATION AND ATTENDANT CARE COMBINATION	236	<b>Optional Accident Benefits, Medical, Rehabilitation and Attendant Care Combination is Invalid</b> For policies effective on or after September 1, 2010 and prior to June 1, 2016 the Optional Benefits Combination must be: If Optional Benefits “2” is reported for Medical and Rehabilitation the same value must be reported for Attendant Care
ACCIDENT BENEFITS OPTIONAL (BASIC)	237	<b>Basic Optional Accident Benefits is Invalid</b> For policies effective on or after September 1, 2010. If Accident Benefits Coverage Code is reported “73” or “74 (basic coverage only) all Accident Benefits Optional coverage codes must be “0”.
ACCIDENT BENEFITS OPTIONAL (ENHANCE)	238	<b>Enhanced Optional Accident Benefits is Invalid</b> For policies effective on or after September 1, 2010. If Accident Benefits Coverage Code is reported “75” or “76 (enhance only) at least one of the Accident Benefits Optional coverage codes must be “>0”.
MEDICAL, REHABILITATION AND ATTENDANT CARE	239	<b>Invalid Medical, Rehabilitation and Attendant Care</b> For policies effective on or after June 1, 2016 the Optional Benefits must be: 0 – Basic 1 – \$130,000 combined limit 2 – \$1,000,000 combined limit
CATASTROPHIC IMPAIRMENTS	240	<b>Invalid Catastrophic Impairments</b> For policies effective on or after June 1, 2016 the Optional Benefits must be: 0 – Basic Coverage \$1,000,000 1 – Additional \$1,000,000
DISCONTINUED OR NEW OPTIONAL ACCIDENT BENEFITS	241	<b>Invalid Discontinued or New Optional Accident Benefits</b> Either discontinued or new Optional Accident Benefits fields can be reported on all policies with a policy effective date of June 1, 2016 until May 31, 2017 in the province of Ontario.

## EDITS AGAINST PREVIOUSLY ACCEPTED DATA

FIELD NAME	ERR OR NO.	ERROR MESSAGE
ALL PERILS IS NOT VALID WITH COMP/SPECIFIED PERILS	065	<b>All Perils is not Valid with Comprehensive/Specified Perils</b> All Perils is not valid with Comprehensive/Specified Perils coverages.
COMP/SPECIFIED IS NOT VALID WITH ALL PERILS		<b>Comprehensive/Specified Perils is not Valid with All Perils</b> Comprehensive/Specified Perils coverage is not valid All Perils
DUPLICATE ORIGINAL ENTRY FOR THIS RISK	070	<b>Duplicate Original Entry for this Risk</b> An original entry (new business, renewal, mid-term transfer or additional vehicle - TRANSACTION CODE A, B, C, D, E) is transmitted to transfer a risk for a period which overlaps a risk period already on the Pool System for the same COMPANY NUMBER/POLICY NUMBER/VEHICLE NUMBER which is either in force or has not been cancelled flat. Check COMPANY NUMBER, POLICY NUMBER, VEHICLE NUMBER, TRANSFER DATE and EXPIRY DATE for accuracy on this transaction and the previous transaction. If you are rewriting the risk, be sure your flat cancellation has been accepted.
NO MASTER ON FILE FOR THIS RISK	071	<b>No Master on file for this Risk</b> A subsequent entry is transmitted (transaction code 2, 3 or 9) but there is no record on the Pool System for the risk under the COMPANY NUMBER/POLICY NUMBER/VEHICLE NUMBER/TRANSFER DATE and EXPIRY DATE compatible with the TRANSFER DATE of this entry. Check COMPANY NUMBER, POLICY NUMBER, VEHICLE NUMBER, TRANSFER DATE and EXPIRY DATE for accuracy on this and the previous transaction. Check that your original entry has been accepted by the Nova Scotia Pool System.
NO PRINCIPAL OPERATOR TRANSFERRED FOR THE PERIOD OF OCCASIONAL OPERATOR	072	<b>No Principal Operator Transferred for Period of Occasional Operator</b> An original entry (new business, renewal, additional vehicle or mid-term transfer - TRANSACTION CODE A, B, C, D, E) is transmitted with an occasional driver but there is no record on the Pool System for the principal operator under the same COMPANY NUMBER/POLICY NUMBER/VEHICLE NUMBER/TRANSFER DATE and EXPIRY DATE that includes the Transfer Period now recorded.

FIELD NAME	ERR OR NO.	ERROR MESSAGE
CANCELLATION OF COVERAGE FOR WHICH A CLAIM WAS REPORTED	073	<p><b>Cancellation Coverage for Which a Claim was Reported</b>  A cancellation, or deletion of coverage entry (TRANSACTION CODE 3) is transmitted which cancels</p> <ul style="list-style-type: none"> <li>- a coverage from a date equal to or prior to the loss date of a claim reported under that coverage and which is still open, or, which is closed and for which payments have been made.</li> </ul> <p><b><u>Usually caused by an error in the cancellation date.</u></b></p> <p>If you are cancelling a risk flat prior to rewriting and such a rejection occurs, it will be necessary:</p> <ul style="list-style-type: none"> <li>- to reverse all payments and</li> <li>- close the claim,</li> <li>- then cancel all coverages flat prior to rewriting the risk and processing the necessary claim transactions again.</li> <li>- refer to “How to Correct Key Fields”.</li> </ul>
TRANSFER AND EXPIRY DATE	074	<p><b>Transfer or Expiry Date is Out of Range of Original</b>  A subsequent entry (Transaction Code 2, 3, or 9) is transmitted for a COMPANY NUMBER/POLICY NUMBER/VEHICLE NUMBER which is in the Pool System - but one of the following three conditions exist:</p> <ul style="list-style-type: none"> <li>- the TRANSFER DATE of the entry does not fall within a Transfer Period already in the Pool System.</li> <li>- the EXPIRY DATE of the entry does not fall within a Transfer Period already in the Pool System.</li> <li>- the TRANSFER and EXPIRY DATES of the entry fall within two <b>different</b> transfer periods already in the Pool System.</li> </ul> <p>Usually caused by an error</p> <ul style="list-style-type: none"> <li>- in POLICY NUMBER, VEHICLE NUMBER or TRANSFER/ EXPIRY DATES on the current entry</li> <li>- by the fact that the original entry for the risk has been in error and not yet been retransmitted.</li> <li>- it can also be caused by an error in the TRANSFER/EXPIRY DATES of the original entry.</li> </ul>



FIELD NAME	ERR OR NO.	ERROR MESSAGE
TYPE OF USE CLASS 05/06	075	<b>No Master on File for Class 05 or 06 Transfer</b> The entry for a class 05 or 06 risk was the first or only risk transmitted under that POLICY NUMBER for the Transfer Period in the Pool System.
CHANGE IN COVERAGE PREVIOUSLY CANCELLED	076	<b>Change On A Coverage Previously Cancelled</b> An entry with TRANSACTION CODE 9 and crediting at least one of the coverages for a period of a risk which is recorded as being cancelled. - Note that an entry with TRANSACTION CODE 2 and debit premiums is processed as a reinstatement or a rewrite if the risk was previously cancelled.
TRANSACTION CODE "3" CANCELLED ONLY MANDATORY COVERAGES	077	<b>Transaction Has Reduced Part of the Transfer Period on any of these coverages to zero - (Third Party Liability, or Accident Benefits.</b> A risk cannot remain in the Pool if a TRANSACTION CODE 3 cancels the THIRD PARTY LIABILITY COVERAGES and/or ACCIDENT BENEFITS COVERAGE. Other coverages may not remain in force. This error will also occur if you attempt to endorse or reinstate a risk which has been previously cancelled, unless your endorsement or reinstatement includes mandatory coverage codes. ☞ Please note when temporarily suspending coverages, use a Code 9 to avoid this error.
PREMIUM IN A CREDIT POSITION	078	<b>Coverage Premium Reduced to a Credit Position</b> A refund amount for at least one of the coverages exceeds the premium previously transferred to the Pool.
CHANGE OF CLASS 05/06	079	<b>Change of Class From/To 05 or 06 creating an Invalid Vehicle Number</b> The entry shows TYPE OF USE 05 or 06 but the TYPE OF USE on the Pool System was not 06, or vice versa.

TRANSACTION CODE "A"	080	<b>Invalid use of Transaction Code 'A'</b> Risk identified with Transaction Code 'A', but policy already exists on the database. Code 'A' can only be used when reporting the first transaction of a new risk being ceded to the pool.
TRANSACTION CODE "B"	081	<b>Invalid use of Transaction Code 'B'</b> Risk identified with Transaction Code 'B', but risk already exists on the database for the previous term. Code 'B' can only be used when reporting a risk not ceded to the pool in the previous term.
TRANSACTION CODE "C"	082	<b>Invalid use of Transaction Code 'C'</b> Risk identified with Transaction Code 'C', but risk does not exist on the database. Code 'C' can only be used when reporting a renewal on a policy already ceded to the pool.
TRANSACTION CODE "2"	083	<b>Invalid use of Transaction Code '2'</b> Transaction code '2' entry does not qualify for a re- instatement. Reinstatement issued for a risk which has not been cancelled.
TRANSACTION CODE "9"	084	<b>Invalid use of Transaction Code '9'</b> Transaction Code '9' changes cannot be applied to a risk in a cancelled status code "3".
OCCASIONAL OPERATOR	085	<b>Invalid use of Transaction code for Occasional Operator</b> Transaction code used for Occasional Operator does not match the Transaction Code previously reported on the matching Principal Operator.
OCCASIONAL OPERATOR	086	<b>Occasional Operator is still active</b> This error code occurs when a cancellation or deletion of coverage entry is processed using transaction code 3. To correct this error, occasional operator must be removed first also using transaction code 3.
OCCASIONAL OPERATOR	087	<b>Liability Coverage code(s) must be corresponding with the Liability Coverage code(s) as issued on the Principal Operator</b> Liability Coverage code(s) on the Occasional Operator must match the Liability Coverage code(s) on the Principal Operator for the same risk.

## APPENDIX P-3

### Data required for Common Business Transactions – Risk Premiums

#### Single Transactions

B = If no change in data required, leave as blanks or transmit unchanged data. M = Mandatory M* = Mandatory for 05 or 06 Operator if coverage is reported M** = Not mandatory for 05 or 06 operator.				Amount Must be	
Field Name	New Business Renewals Add Class 05/06 Add New Veh.	Reinstatement Of a Risk or Class 05/06	All Risk/ Premium Changes	Cancellation of a Risk, 05/06 Or Del. Coverage	
Transaction	A, B, C, D or E	2	9	3	
RSP Identifier	M	M	M	M	
Record Identifier	M	M	M	M	
Batch Code	M	M	M	M	
Entry Year/Month	M	M	M	M	
Company number	M	M	M	M	
Branch Code	M	M	M	M	
Agency Code	O	O	X	X	
Entry Number	M	M	M	M	
Transaction Code	M	M	M	M	
Policy Number	M	M	M	M	
Transfer Date	M	M	M	M	
Expiry Date	M	M	M	M	
Mass Merchandising Indicator (ONT)	M	M	B	X	

B = If no change in data required, leave as blanks or transmit unchanged data. M = Mandatory M* = Mandatory for 05 or 06 Operator if coverage is reported M** = Not mandatory for 05 or 06 operator.		M*** = Not Mandatory for Deletion of Optional Coverage O = Optional. R = Zero is acceptable but At Least One Premium Amount Must be Reported on a Cancellation X = Not necessary			
Field Name	New Business Renewals Add Class 05/06 Add New Veh.	Reinstatement Of a Risk or Class 05/06	All Risk/ Premium Changes	Cancellation of a Risk, 05/06 Or Del. Coverage	
Territory	M	M	B	X	
Vehicle Number	M	M	M	M	
Type of Business	M	M	B	X	
Type of Use	M	M	B	X	
Occasional Operator	M*	M*	M*	M*	
Third Party Liab Driving Record	M	M	B	X	
Accident Benefits Driving Record (ONT)	M (M*)	M(M*)	B	X	
Coll./All Perils Driving Record	O	O	B	X	
Grid Indicator (ALTA)	M	M	X	M	
Inexperienced or Experienced Driver Indicator (NB)	M	M	B	M	
Operator's Age	M	M	B	X	
Years Licensed	M	M	B	X	
Number of Chargeable Accidents	R	R	B	X	
Number of Minor Convictions	R	R	B	X	
Number of Major Convictions	R	R	B	X	
Number of Criminal Code Convictions	R	R	B	X	
Third Party Liab. Coverage Code	M	M	B	M(M***)	

B = If no change in data required, leave as blanks or transmit unchanged data. M = Mandatory M* = Mandatory for 05 or 06 Operator if coverage is reported M** = Not mandatory for 05 or 06 operator.		M*** = Not Mandatory for Deletion of Optional Coverage O = Optional. R = Zero is acceptable but At Least One Premium Amount Must be Reported on a Cancellation X = Not necessary			
Field Name	New Business Renewals Add Class 05/06 Add New Veh.	Reinstatement Of a Risk or Class 05/06	All Risk/ Premium Changes	Cancellation of a Risk, 05/06 Or Del. Coverage	
(ALTA, NB, NS)					
Third Party Liab. Limit	M	M	B	M(M***)	
Third Party Liab. Premium (ALTA, NB, NS)	M	M	B	R(M***)	
Third Party Liab. – B.I. Coverage Code – (ONT)	M	M	B	M(M***)	
Third Party Liab. – B.I. Premium – (ONT)	M	M	B	R(M***)	
Third Party Liab. – P.D. Coverage Code (ONT)	M	M	B	M(M***)	
Third Party Liab. – P.D. Premium – (ONT)	M	M	B	R(M***)	
Third Party Liab. – D.C.P.D. Coverage Code – (ONT)	M	M	B	M(M***)	
Third Party Liab. – D.C.P.D. Deductible Code – (ONT)	M	M	B	M(M***)	
Third Party Liab. – D.C.P.D. Premium – (ONT)	M	M	B	R(M***)	
Uninsured Automobile Coverage Code (ONT, NB, NS)	M	M	B	M(M***)	
Uninsured Automobile Premium (ONT, NB, NS)	M	M	B	R(M***)	

B = If no change in data required, leave as blanks or transmit unchanged data. M = Mandatory M* = Mandatory for 05 or 06 Operator if coverage is reported M** = Not mandatory for 05 or 06 operator.		M*** = Not Mandatory for Deletion of Optional Coverage O = Optional. R = Zero is acceptable but At Least One Premium Amount Must be Reported on a Cancellation X = Not necessary			
Field Name	New Business Renewals Add Class 05/06 Add New Veh.	Reinstatement Of a Risk or Class 05/06	All Risk/ Premium Changes	Cancellation of a Risk, 05/06 Or Del. Coverage	
Underinsured Motorist Coverage Code	O	O	B	O	
Underinsured Motorist Premium	O	O	B	O	
Accident Benefits Coverage Code	M (M**)	M (M**)	B	M(M***)	
Accident Benefits Premium	M (M**)	M (M**)	B	R(M***)	
Coll./All Perils Coverage Code	O	O	B	O	
Coll./All Perils Premium	O	O	B	O	
Comp./S.P. Coverage Code	O	O	B	O	
Comp./S.P. Premium	O	O	B	O	
Total Premiums	M	M	R	M	
Third Party Liability Bodily Injury – added Coverage to offset Tort Deductible – (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	
Accident Benefits Optional Coverage - Attendant Care – (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	
Accident Benefits Optional Coverage - Care giver, Housekeeping and Home Maintenance –	M(M*)	M(M*)	M(M*)	M(M*)	

B = If no change in data required, leave as blanks or transmit unchanged data. M = Mandatory M* = Mandatory for 05 or 06 Operator if coverage is reported M** = Not mandatory for 05 or 06 operator.		M*** = Not Mandatory for Deletion of Optional Coverage O = Optional. R = Zero is acceptable but At Least One Premium Amount Must be Reported on a Cancellation X = Not necessary			
Field Name	New Business Renewals Add Class 05/06 Add New Veh.	Reinstatement Of a Risk or Class 05/06	All Risk/ Premium Changes	Cancellation of a Risk, 05/06 Or Del. Coverage	
(Ontario)					
Accident Benefits Optional Coverage - Income Replacement (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	
Accident Benefits Optional Coverage - Dependant Care – (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	
Accident Benefits Optional Coverage - Death and Funeral – (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	
Accident Benefits Optional Coverage - Indexation – (Ontario)	M(M*)	M(M*)	M(M*)	M(M*)	

# Appendix C-1

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## Definitions of Claim Transfer Fields

### Batching of Transaction – Claims

#### Submission Information

#### 1. RECORD IDENTIFIER

A one digit field (numeric) used to identify the record type (Claims). Each record must contain Record Identifier.

Claims Record	=	3
Claims Trailer Record	=	4

#### 2. RSP IDENTIFIER

A 3 digit (numeric) used to identify each Risk Sharing Pool

Ontario	100
Grid	200
Non-Grid	250
New Brunswick	300
Nova Scotia	400
Newfoundland and Labrador	500

#### 3. BATCH CODE

A 3 digit field (alpha/numeric) used to identify the batch containing the transfer records.

#### 4. ENTRY YEAR/MONTH

A 6 digit field (numeric) used for the YEAR and MONTH (CCYYMM) in which the transaction record is to be processed.

#### 5. COMPANY NUMBER

A 3 digit code (numeric) assigned by the Statistical Agency (IBC) and used by the Risk Sharing Pools to identify each Member. A company group reporting under a single company number must ensure no other numbers are used.



## 6. BRANCH CODE

A 2 digit code (alpha/numeric) transmitted to segregate your transactions by branch.

## 7. TRANSACTION CODE

A 1 digit code which identifies the type of transaction transmitted.

**CODE 1:** This code is used to open a CLAIM/COVERAGE/KIND OF LOSS for this DATE OF LOSS with reserve.

**CODE 2:** This code is used to transfer subsequent payment/recoveries, and increase or decrease the reserve on a claim which is to remain open.

**CODE 3:** This code is used to close a CLAIM/COVERAGE/KIND OF LOSS for the following transactions:

**Final Payment** - a payment/recovery on a CLAIM/COVER/KIND OF LOSS, and if applicable, accompanied on the same line by an amount reducing the outstanding reserve to zero.

**Closing Reserve** - to close a claim with/without payment by reducing the outstanding reserve to zero.

**Initial/Final Payment** - to transfer a payment after which the file is considered closed

**Additional Payment** - after a claim has been closed.

**CODE 4:** - This code is used to re-open a reserve on a claim which has already been closed.  
- You must not use this code to re-open a reserve for the sole purpose of transmitting an additional payment; such a payment must be transferred using TRANSACTION 3.

## 8. FOR FUTURE USE (Use Blanks)

## 9. POLICY NUMBER

Policy Number is 20 digits (alpha/numeric) to identify the policy which contains the risk being transferred. This number must be identical on this and all subsequent entries.

## 10. FOR FUTURE USE (Use Blanks)

## **11. VEHICLE NUMBER**

Vehicle Number is 3 digit field (formatted as two digits plus a leading zero) which identifies the particular vehicle on which the claim has been made and must match the VEHICLE NUMBER as recorded on the POLICY NUMBER at the DATE OF LOSS.

## **12. OCCASIONAL DRIVER**

A one digit field (numeric) 1-9 used when transmitting an entry for a Third Party, Accident Benefits or Collision claim incurred by a driver classified as Class 05 or 06.

## **13. FOR FUTURE USE (Use Blanks)**

## **14. CLAIM NUMBER**

A 20 character field (alpha/numeric) used to identify the claim transferred. This number must be identical on this and all subsequent entries, for this occurrence.

## **15. DATE OF LOSS**

This is an 8 digit field (CCYYMMDD) used to enter the date on which the loss occurred. This must be identical on this and all subsequent entries, for this occurrence.

## **16. CLAIM TRANSACTION DATE**

This is an 8 digit field (CCYYMMDD) used to enter the date on which the claim is posted to the member's own system. All Claim transactions must be submitted within 30 days from Claim Transaction Date and the Pool Submission date.

## **17. FOR FUTURE USE (Use Blanks)**

## **18. KIND OF LOSS**

Kind of Loss codes 3 digits field reported as 2 character codes left justified and blank (space character) filled.

**(1) KIND OF LOSS - Province of Ontario****SECTION A: Third Party Liability**

B.I. claims outside of Ontario by passengers in the automobile insured by the reporting company (Passenger Hazard).	03
B.I. claims outside of Ontario by any other third party	04
B.I. claims in Ontario by passengers in the automobile (PH) insured by the reporting company (over the threshold)	05
B.I. claims in Ontario by any other third party (over the threshold)	06
Loss Transfer provisions (applies to the company making the loss transfer payment only)	07
Damage to contents not owned by the insured but under his care, custody or control (direct compensation)	14
Property damage to third party vehicle or contents thereof or to other property not under the care, custody or control of the insured (third party vehicle outside Ontario)	15
Property damage to insured vehicles constituting a total loss when END. No. 43 or 43a or 19a is applicable (direct compensation)	12
Other property damage to insured vehicles (direct compensation)	16
Property damage to contents owned by the insured (direct compensation)	17
Loss of use (direct compensation)	18
Loss to trailers not owned by the insured but under insured's control	19

**SECTION B: Accident Benefits****PRIOR TO JANUARY 1ST 1994**

Funeral services	40
Medical, excluding rehabilitation and long term care	41

Rehabilitation - vocational	45
- renovations	43
Long term care	46
Death benefit	42
Disability income benefit	44
Dependant care income benefit	48
Replacement of clothing, hearing aids, glasses and other devices	49

### **ON OR AFTER JANUARY 1ST 1994**

Funeral Benefit	40
Death Benefit	42
Medical, excluding all rehabilitation and attendant care	41
Rehabilitation - Renovations	43
Rehabilitation - All other	45
Attendant Care	46
Caregiver Disability Income Benefit	48
Employed/Deemed Employed	80
Disability Income Benefit	
Student/Pre-School	81
Disability Income Benefit	
All Others Disability Income Benefit	82
Visitation Expenses Benefit	83
Dependant Care Expenses Benefit	84
Housekeeping and Home Maintenance	85
Expenses Benefit	
Costs of Examinations	86
All Other, including replacement to Clothing,	87
Hearing Aids, Glasses, and Other Devices	
Uninsured Motorist Benefits	39
Uninsured Automobile Benefit, Bodily Injury	36

Uninsured Automobile Benefit, Property Damage	38
Accidents occurring in Quebec, payments in excess of Ontario Benefits	37

### SECTION C: PHYSICAL DAMAGE

Loss or Damage to Insured Auto:	
Collision Claims	20
Fire Claims	21
Theft Claims	22

Theft to the Entire Vehicle	23
Theft of Contents of the Vehicle	24
Malicious Mischief and Vandalism	25
Glass Claims	26
Other Claims	27
Windstorm	28
Hail	29

### SECTION D: UNDERINSURED MOTORIST COVERAGE

Underinsured Motorist Claim	35
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#### (2) **KIND OF LOSS - Province of Alberta**

Kind of Loss codes are reported as 2 character codes left justified and blank (space character) filled.

### SECTION A: Third Party Liability – Kind of Loss Codes

Bodily Injury Claims – by PASSENGERS in the	01
Automobile insured by the reporting company	
By any other Third Party	02

Property Damage Claims	09
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## **SECTION B: Accident Benefits – Kind of Loss Codes**

Funeral Services	30
Medical Expenses	31
Death Benefits	32
Disability Income Benefits	34
Uninsured Motorist Benefits	39

## **SECTION C: PHYSICAL DAMAGE**

Loss or Damage to Insured Auto:	
Collision Claims	20
Fire Claims	21
Theft Claims	22
Theft to the Entire Vehicle	23
Theft of Contents of the Vehicle	24
Malicious Mischief and Vandalism	25
Glass Claims	26
Other Claims	27
Windstorm	28
Hail	29

## **SECTION D: UNDERINSURED MOTORIST COVERAGE**

Underinsured Motorist Claim	35
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**(3) KIND OF LOSS - Province of New Brunswick**

Kind of Loss codes are reported as 2 character codes left justified and blank (space character) filled.

**SECTION A: Third Party Liability – Kind of Loss Codes**

Bodily Injury Claims outside New Brunswick, by passengers in the automobile, insured by the reporting company	03
Bodily Injury Claims outside New Brunswick, by any other third party	04
Bodily Injury Claims in New Brunswick, by passengers in the automobile, insured by the reporting company	05
Bodily Injury Claims in New Brunswick, by any other third party	06
Damage to contents, not owned by the insured but under his care, custody or control (direct compensation)	14
Property Damage to third party vehicle, or contents thereof, or to other property not under the care, custody or control of the insured	15
Property Damage to insured vehicles, constituting a total loss when N.B.E.F. no. 43R or 19a is applicable (direct compensation)	12
Other Property Damage to insured vehicles (direct compensation)	16
Property Damage to contents owned by the insured (direct compensation)	17
Loss of use (direct compensation)	18
Damage to trailers, not owned by the insured but under his care, custody or control (direct compensation)	19

**SECTION B: Accident Benefits – Kind of Loss Codes**

Funeral Services	30
Medical Expenses	31
Death Benefits	32
Disability Income Benefits	34
Uninsured Motorist Benefits	39

**SECTION C: PHYSICAL DAMAGE**

Loss or Damage to Insured Auto:	
Collision Claims	20
Fire Claims	21
Theft Claims	22
Theft to the Entire Vehicle	23
Theft of Contents of the Vehicle	24
Malicious Mischief and Vandalism	25
Glass Claims	26
Other Claims	27
Windstorm	28
Hail	29

**SECTION D: UNDERINSURED MOTORIST COVERAGE**

Underinsured Motorist Claim	35
Uninsured Automobile Claim	39

**(4) KIND OF LOSS - Province of Newfoundland and Labrador**

Kind of Loss codes are reported as 2 character codes left justified and blank (space character) filled.

**SECTION A: Third Party Liability – Kind of Loss Codes**

Bodily Injury Claims – by PASSENGERS in the Automobile insured by the reporting company	01
By any other Third Party	02



Property Damage Claims	09
Bodily Injury Claims outside Newfoundland and Labrador, by passengers in the automobile, insured by the reporting company	03
Bodily Injury Claims outside Newfoundland and Labrador, by any other third party	04
Bodily Injury Claims in Newfoundland and Labrador, by passengers in the automobile, insured by the reporting company	05
Bodily Injury Claims in Newfoundland and Labrador, by any other third party	06
Damage to contents, not owned by the insured but under his care, custody or control (direct compensation)	14
Property Damage to third party vehicle, or contents thereof, or to other property not under the care, custody or control of the insured	15
Property Damage to insured vehicles, constituting a total loss when SEF 43R or 43R(L) (Leased vehicle) or SEF 19a is applicable (direct compensation)	12
Other Property Damage to insured vehicles (direct compensation)	16
Property Damage to contents owned by the insured (direct compensation)	17
Loss of use (direct compensation)	18
Damage to trailers, not owned by the insured but under his care, custody or control (direct compensation)	19

#### SECTION B: Accident Benefits – Kind of Loss Codes

Funeral Services	30
Medical Expenses	31
Death Benefits	32
Disability Income Benefits	34
Uninsured Motorist Benefits	39

**SECTION C: PHYSICAL DAMAGE**

Loss or Damage to Insured Auto:	
Collision Claims	20
Fire Claims	21
Theft Claims	22
Theft to the Entire Vehicle	23
Theft of Contents of the Vehicle	24
Malicious Mischief and Vandalism	25
Glass Claims	26
Other Claims	27
Windstorm	28
Hail	29

**SECTION D: UNDERINSURED MOTORIST COVERAGE**

Underinsured Motorist Claim	35
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**UNINSURED AUTOMOBILE COVERAGE**

Uninsured Automobile Claim	39
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**(5) KIND OF LOSS - Province of Nova Scotia**

Kind of Loss codes are reported as 2 character codes left justified and blank (space character) filled.

**SECTION A: Third Party Liability – Kind of Loss Codes**

Bodily Injury Claims outside Nova Scotia, by passengers in the automobile, insured by the reporting company	03
Bodily Injury Claims outside Nova Scotia, by any other third party	04
Bodily Injury Claims in Nova Scotia, by passengers in the automobile, insured by the reporting company	05
Bodily Injury Claims in Nova Scotia, by any other third party	06
Damage to contents, not owned by the insured but under his care, custody or control (direct compensation)	14
Property Damage to third party vehicle, or contents thereof, or to other property not under the care, custody or control of the insured	15
Property Damage to insured vehicles, constituting a total loss when endst no. 43 or 19a is applicable (direct compensation)	12
Other Property Damage to insured vehicles (direct compensation)	16
Property Damage to contents owned by the insured (direct compensation)	17
Loss of use (direct compensation)	18
Damage to trailers, not owned by the insured but under his care, custody or control (direct compensation)	19

**SECTION B: Accident Benefits – Kind of Loss Codes**

Funeral Services	30
Medical Expenses	31
Death Benefits	32
Disability Income Benefits	34
Uninsured Motorist Benefits	39

**SECTION C: PHYSICAL DAMAGE**

Loss or Damage to Insured Auto:

Collision Claims	20
Fire Claims	21
Theft Claims	22
Theft to the Entire Vehicle	23
Theft of Contents of the Vehicle	24
Malicious Mischief and Vandalism	25
Glass Claims	26
Other Claims	27
Windstorm	28
Hail	29

**SECTION D: UNDERINSURED MOTORIST COVERAGE**

Underinsured Motorist Claim	35
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**UNINSURED AUTOMOBILE COVERAGE**

Uninsured Automobile Claim	39
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## **19. PAID LOSS AMOUNT**

An 8 digit field (numeric) used to enter the gross amount of the loss paid towards settlement of the claim (in dollars only). Transactions for salvage (exclusive of any applicable GST/HST collected with salvage), recovery, cancelled cheque or reversals are coded by using a minus sign in the left most position of the field. (The left most position must be (+) for positive or (-) for negative or the entire field is blank if you are not entering a PAID LOSS AMOUNT).

## **20. PAID EXPENSE AMOUNT**

A 7 digit field (numeric) used to enter the gross amount of those expenses incurred including sales taxes (e.g. GST, HST) paid on eligible expenses in the course of settlement of the claim (in dollars only). Transactions for cancelled cheque or reversals are coded by using a minus sign in the left most position of the field. (The left most position must be (+) for positive or (-) for negative or the entire field must be blank if you are not entering a PAID EXPENSE AMOUNT.)

The Risk Sharing Pools do not reimburse fees for investigation costs, for example, independent adjusters or appraisers or the cost of staff adjusters or appraisers employed by you.

Only the following expenses for professional fees can be transferred to the Pools:

- First Party Legal
- Alternate Dispute Resolution Services
- Accounting Services
- Actuarial Services
- Architectural Services
- Engineering Services
- Notarial Services
- Court Stenographers' Transcripts
- Coroners' Court Transcripts
- Medical reports
- Autopsy reports
- Arbitration
- Translations
- Salvage (Seller Fees Only)

## **21. RESERVE CHANGE AMOUNT**

The Pool maintains, according to your transmissions, an outstanding reserve figure (in dollars only).

For each Kind of Loss under each coverage of a claimant 8 digit field (numeric) used to transmit the reserve must be established. These reserve figures are maintained on an

increase/decrease basis. When you change a reserve figure, the new reserve is not transmitted, only the increase or decrease that will bring the prior reserve figure to the new level. Decreases in reserves are identified by coding a minus sign in the left most position of the field. (The left most position must be plus (+) for positive or (-) minus for negative or the entire field is blank if you are not entering a RESERVE CHANGE AMOUNT).

You must establish, maintain and fund reserves on your claim file according to the insurance regulator.

## 22. EXPENSE CODE

A 1 digit field (alpha/numeric) used to identify the type of expense:

First Party Legal	A
All Other Professional Fees as listed in No. 20	B

## 23. FOR FUTURE USE (Use Blanks)

## 24. EXCLUDED DRIVER

A 1 digit field (alpha/numeric) used to identify the presence of an excluded driver on the claim transaction.

No	0
Yes	1

## 25. COVERAGE CODE

### (1) Province of Ontario

A 2 digit field (numeric) used to enter the COVERAGE CODE recorded on the risk/premium

**Third Party Liability Coverage Codes (For risks with a transfer date prior to July 1st, 1994)**

Third Party Liability	62
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**Third Party Liability Coverage Codes (For risks with a transfer date on or after July 1st, 1994)**

T.P.L. - Bodily Injury	10
T.P.L. - Property Damage	11
T.P.L. - Direct Compensation Property Damage	12

**Collision Coverage Codes (For risks with a transfer date prior to January 1st 1997)**

\$ 100 deductible	33
\$ 200 deductible	34
\$ 250 deductible	35
\$ 500 deductible	36
\$1000 deductible	37
Over \$1000 deductible	38
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	39

**Collision Coverage Codes (For risks with a transfer date on or after January 1st 1997)**

\$ 100 deductible	313
\$ 200 deductible	314
\$ 250 deductible	315
\$ 300 deductible	320
\$500 deductible	326
\$1000 deductible	327
Over \$1000 deductible	328
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	399

**All Perils Coverage Codes (For risks with a transfer date prior to January 1st 1997)**

\$ 100 deductible	43
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\$ 200 deductible	44
\$ 250 deductible	45
\$500 deductible	46
\$1000 deductible	47
Over \$1000 deductible	48
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	49

**All Perils Coverage Codes (For risks with a transfer date on or after January 1st 1997)**

\$ 100 deductible	413
\$ 200 deductible	414
\$ 250 deductible	415
\$300 deductible	420
\$500 deductible	426
\$1000 deductible	427
Over \$1000 deductible	428
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	499

**Comprehensive Coverage Codes (For risks with a transfer date prior to January 1st 1997)**

\$ 50 deductible	82
\$ 100 deductible	83
\$ 200 deductible	84
\$ 250 deductible	85
\$ 500 deductible	86
\$ 1000 deductible	87
Over \$1000 deductible	88
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	89



**Comprehensive Coverage Codes (For risks with a transfer date on or after January 1st 1997)**

\$ 50 deductible	812
\$ 100 deductible	813
\$ 200 deductible	814
\$ 250 deductible	815
\$ 300 deductible	820
\$ 500 deductible	826
\$ 1000 deductible	827
Over \$1000 deductible	828

Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	899
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**Specified Perils Coverage Codes (For risks with a transfer date prior to January 1st 1997)**

\$ 50 deductible	22
\$ 100 deductible	23
\$ 200 deductible	24
\$ 250 deductible	25
\$ 500 deductible	26
\$ 1000 deductible	27
Over \$1000 deductible	28
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	29

**Specified Perils Coverage Codes (For risks with a transfer date on or after January 1st 1997)**

\$ 50 deductible	212
\$ 100 deductible	213
\$ 200 deductible	214

\$ 250 deductible	215
\$ 300 deductible	220
\$ 500 deductible	226
\$ 1000 deductible	227
Over \$1000 deductible	228
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	299

#### Accident Benefits Coverage Codes

Basic with excluded driver endorsement	73
Basic without excluded driver endorsement	74
Enhanced with excluded driver endorsement	75
Enhanced without excluded driver endorsement	76
With Excluded Driver, excluding Uninsured Automobile	14
Without Excluded Driver, excluding Uninsured Automobile	15

#### Uninsured Motorist Coverage Codes

Uninsured Automobile, with Excluded Driver	17
Uninsured Automobile, without Excluded Driver	18

#### Underinsured Motorist Coverage Codes

\$ 200,000	02
\$ 300,000	03
\$ 500,000	05
\$1,000,000	06
\$2,000,000	07

**(2) Province of Alberta**

A 2 digit field (numeric) used to enter the COVERAGE CODE recorded on the risk/premium.

**Third Party Liability Coverage Codes**

Third Party Liability	62
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**Collision Coverage Codes**

\$ 100 deductible	33
\$ 200 deductible	34
\$ 250 deductible	35
\$ 500 deductible	36
\$1000 deductible	37
Over \$1000 deductible	38
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	39

**All Perils Coverage Codes**

\$ 100 deductible	43
\$ 200 deductible	44
\$ 250 deductible	45
\$ 500 deductible	46
\$1000 deductible	47
Over \$1000 deductible	48
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	49

**Comprehensive Coverage Codes**

\$ 50 deductible	82
\$ 100 deductible	83
\$ 200 deductible	84
\$ 250 deductible	85

\$ 500 deductible	86
\$1000 deductible	87
Over \$1000 deductible	88
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	89

## Specified Perils Coverage Codes

\$ 50 deductible	22
\$ 100 deductible	23
\$ 200 deductible	24
\$ 250 deductible	25
\$ 500 deductible	26
\$1000 deductible	27
Over \$1000 deductible	28
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	29

## Accident Benefits

Coverage Codes	78
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## Underinsured Motorist Coverage Codes

\$ 200,000	02
\$ 300,000	03
\$ 500,000	05
\$1,000,000	06
\$2,000,000	07

**(3) COVERAGE CODE– Province of New Brunswick**

A 2 digit field (numeric) used to enter the COVERAGE CODE recorded on the risk/premium.

**Third Party Liability Coverage Codes (For risks with a transfer date prior to January 1st, 2014)**

Third Party Liability	62
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**Third Party Liability Coverage Codes (For risks with a transfer date on or after January 1st, 2014)**

T.P.L. - Bodily Injury	10
T.P.L. - Property Damage	11
T.P.L. - Direct Compensation Property Damage	12

**Collision Coverage Codes**

\$ 100 deductible	33
\$ 200 deductible	34
\$ 250 deductible	35
\$ 500 deductible	36
\$1000 deductible	37
Over \$1000 deductible	38
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	39

**All Perils Coverage Codes**

\$ 100 deductible	43
\$ 200 deductible	44
\$ 250 deductible	45
\$ 500 deductible	46
\$1000 deductible	47
Over \$1000 deductible	48

Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	49
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## Comprehensive Coverage Codes

\$ 50 deductible	82
\$ 100 deductible	83
\$ 200 deductible	84
\$ 250 deductible	85
\$ 500 deductible	86
\$1000 deductible	87
Over \$1000 deductible	88
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	89

## Specified Perils Coverage Codes

\$ 50 deductible	22
\$ 100 deductible	23
\$ 200 deductible	24
\$ 250 deductible	25
\$ 500 deductible	26
\$1000 deductible	27
Over \$1000 deductible	28
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	29

## Accident Benefits

Coverage Codes	78
----------------	----

## Underinsured Motorist Coverage Codes

\$ 200,000	02
\$ 300,000	03

\$ 500,000	05
\$1,000,000	06
\$2,000,000	07

(4) **COVERAGE CODE– Province of Newfoundland and Labrador**

A 2 digit field (numeric) used to enter the COVERAGE CODE recorded on the risk/premium.

Third Party Liability	62
T.P.L. - Bodily Injury	10
T.P.L. - Property Damage	11
T.P.L. - Direct Compensation Property Damage	12

Collision Coverage Codes

Full coverage	30
\$ 25 deductible	31
\$ 50 deductible	32
\$ 100 deductible	33
\$ 200 deductible	34
\$ 250 deductible	35
\$ 500 deductible	36
\$1000 deductible	37
Over \$1000 deductible	38
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	39

## All Perils Coverage Codes

Full coverage	40
\$ 25 deductible	41
\$ 50 deductible	42
\$ 100 deductible	43
\$ 200 deductible	44
\$ 250 deductible	45
\$ 500 deductible	46
\$1000 deductible	47
Over \$1000 deductible	48
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	49

## Comprehensive Coverage Codes

Full coverage	80
\$ 25 deductible	81
\$ 50 deductible	82
\$ 100 deductible	83
\$ 200 deductible	84
\$ 250 deductible	85
\$ 500 deductible	86
\$1000 deductible	87
Over \$1000 deductible	88
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	89



## Specified Perils Coverage Codes

Full coverage	20
\$ 25 deductible	21
\$ 50 deductible	22
\$ 100 deductible	23
\$ 200 deductible	24
\$ 250 deductible	25
\$ 500 deductible	26
\$1000 deductible	27
Over \$1000 deductible	28
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	29

## Accident Benefits

Coverage Codes	78
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## Underinsured Motorist Coverage Codes

\$ 50,000	00
\$ 100,000	01
\$ 200,000	02
\$ 300,000	03
\$ 500,000	05
\$1,000,000	06
\$2,000,000	07

**(5) COVERAGE CODE – Province of Nova Scotia**

A 2 digit field (numeric) used to enter the COVERAGE CODE recorded on the risk/premium.

**Third Party Liability Coverage Codes (For risks with a transfer date prior to January 1st, 2014)**

Third Party Liability	62
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**Third Party Liability Coverage Codes (For risks with a transfer date on or after January 1st, 2014)**

T.P.L. - Bodily Injury	10
T.P.L. - Property Damage	11
T.P.L. - Direct Compensation Property Damage	12

**Collision Coverage Codes**

\$ 100 deductible	33
\$ 200 deductible	34
\$ 250 deductible	35
\$ 500 deductible	36
\$1000 deductible	37
Over \$1000 deductible	38
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	39

**All Perils Coverage Codes**

\$ 100 deductible	43
\$ 200 deductible	44

\$ 250 deductible	45
\$ 500 deductible	46
\$1000 deductible	47
Over \$1000 deductible	48
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	49

## Comprehensive Coverage Codes

\$ 50 deductible	82
\$ 100 deductible	83
\$ 200 deductible	84
\$ 250 deductible	85
\$ 500 deductible	86
\$1000 deductible	87
Over \$1000 deductible	88
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	89

## Specified Perils Coverage Codes

\$ 50 deductible	22
\$ 100 deductible	23
\$ 200 deductible	24
\$ 250 deductible	25
\$ 500 deductible	26
\$1000 deductible	27
Over \$1000 deductible	28
Other Deductible Coverages including Disappearing Deductible Coverage & Others of a similar nature	29

## Accident Benefits

Basic Coverage Codes	78
Enhanced Coverage with Optional Supplementary Benefits	79

## Underinsured Motorist Coverage Codes

\$ 200,000	02
\$ 300,000	03
\$ 500,000	05
\$1,000,000	06
\$2,000,000	07
Uninsured Automobile Coverage Code	90

**26. FOR FUTURE USE (Use Blanks)**

## Appendix C-2

### Error Codes

The following error messages reflect edit error conditions on your claim transaction, when you view the Claim Transaction Screen. The short bold message is initially displayed, with an option to access the larger more detailed description of data required, some with tips as to the probable cause of the error.

#### FIELD AND RELATIONSHIP ERRORS

FIELD NAME	ERR. NO.	DESCRIPTION
POLICY NUMBER	094	<b>Policy Number is Missing</b> The POLICY NUMBER is a mandatory field, accepting only A-Z, 0-9, embedded blanks, and certain special characters. An all zero POLICY NUMBER is considered missing.
VEHICLE NUMBER	095	<b>Vehicle Number is Missing</b> The VEHICLE NUMBER is a mandatory field and must be number in the range of 001 - 999.
OCCASIONAL OPERATOR	096	<b>Invalid Occasional Operator</b> The OCCASIONAL OPERATOR must only be reported for a Class 05 or 06 driver as a number in the range of 1 - 9, otherwise must be blank.
CLAIM NUMBER	097	<b>Claim number is Missing</b> The CLAIM is a mandatory field, accepting only A-Z, 0-9, embedded blanks, and certain special characters. An all zero CLAIM NUMBER is considered missing.
DATE OF LOSS	098	<b>Date of loss is an Invalid Date</b> The DATE OF LOSS must be formatted as CCDDMMYY and represent an actual calendar date and be less than or equal to the ENTRY DATE; for example, dates such as February 30 are invalid.

FIELD NAME	ERR. NO.	DESCRIPTION												
DATE OF LOSS	099	<p><b>The Date of Loss does not fall within the Transfer Period</b> When a claim entry is transmitted for a risk on the Pool System, the DATE OF LOSS must fall within the Transfer Period.</p> <p>Usually caused by an error in the DATE OF LOSS or because the original risk/premium transaction has been rejected and not retransmitted.</p>												
KIND OF LOSS CODE	100	<p><b>Invalid Kind of Loss is Invalid</b></p> <p>The kind of loss codes must be</p> <table><thead><tr><th><u>Province</u></th><th><u>Kind of Loss</u></th></tr></thead><tbody><tr><td><b>Ontario</b></td><td>03 – 07, 10, 12, 14 – 29, 35 – 39, 40 – 46, 48, 49, 80 - 87.</td></tr><tr><td><b>Alberta</b></td><td>01 ,02, 09, 20 - 29, 30, 31, 32, 34, 35, 39</td></tr><tr><td><b>New Brunswick</b></td><td>03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39</td></tr><tr><td><b>Nova Scotia</b></td><td>03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39</td></tr><tr><td><b>Newfoundland &amp; Labrador</b></td><td>01-06, 09, 12, 14-29, 30-32, 34, 35, 39</td></tr></tbody></table>	<u>Province</u>	<u>Kind of Loss</u>	<b>Ontario</b>	03 – 07, 10, 12, 14 – 29, 35 – 39, 40 – 46, 48, 49, 80 - 87.	<b>Alberta</b>	01 ,02, 09, 20 - 29, 30, 31, 32, 34, 35, 39	<b>New Brunswick</b>	03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39	<b>Nova Scotia</b>	03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39	<b>Newfoundland &amp; Labrador</b>	01-06, 09, 12, 14-29, 30-32, 34, 35, 39
<u>Province</u>	<u>Kind of Loss</u>													
<b>Ontario</b>	03 – 07, 10, 12, 14 – 29, 35 – 39, 40 – 46, 48, 49, 80 - 87.													
<b>Alberta</b>	01 ,02, 09, 20 - 29, 30, 31, 32, 34, 35, 39													
<b>New Brunswick</b>	03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39													
<b>Nova Scotia</b>	03 – 06, 12, 14 – 29, 30 – 32, 34, 35, 39													
<b>Newfoundland &amp; Labrador</b>	01-06, 09, 12, 14-29, 30-32, 34, 35, 39													
PAID LOSS AMOUNT	101	<p><b>Paid Loss Amount Not Numeric</b> The PAID LOSS AMOUNT must be a number.</p>												
PAID EXPENSE AMOUNT	102	<p><b>Paid Expense Amount Not Numeric</b> The PAID EXPENSE AMOUNT must be a number.</p>												
RESERVE AMOUNT	103	<p><b>Reserve Change Amount Not Numeric</b> The RESERVE CHANGE AMOUNT must be a number.</p>												
TRANSACTION CODE	104	<p><b>Invalid Transaction Code</b> The TRANSACTION CODE must be 1 (new claim) with a reserve amount, 2 (additional payment/reserve), 3 (close a claim) or 4 (reopen a claim) with a reserve amount.</p>												
EXPENSE CODE	105	<p><b>Invalid Expense Code</b> The EXPENSE CODE must be A or B.</p>												
EXCLUDED DRIVER	106	<p><b>Excluded Driver Code Missing or Invalid</b> The EXCLUDED DRIVER CODE is mandatory and must be 0 or 1.</p>												

FIELD NAME	ERR. NO.	DESCRIPTION
COVERAGE CODE	107	<b>Coverage Code is Invalid</b>
		<b>Province</b> <b>Coverage Codes</b>
		<b>Ontario</b> 02, 03, 05, 06, 07, 10, 11, 12, 14, 15, 17, 18, 22 – 29, 33 – 39, 43 – 49, 50, 62, 73 – 76, 82 – 89, 212 – 215, 220, 226 – 228, 299, 313 – 315, 320, 326 – 328, 399, 413 – 415, 420, 426 – 428, 499
		<b>Alberta</b> 0A, 0B, 0C, 0D 02, 03, 05, 06, 07, 22 – 29, 33 - 39, 43 - 49, 62, 78, 82-89
		<b>New Brunswick</b> 02, 03, 05, 06, 07, 10-12, 22 – 29, 33 - 39, 43 – 49, 78, 82 – 89, 90
		<b>Nova Scotia</b> 02, 03, 05, 06, 07, 10-12, 22 – 29, 33 - 39, 43 – 49, 78, 82 – 89, 90
		<b>Newfoundland &amp; Labrador</b> 00-03, 05-07, 10-12, 20-29, 30-39, 40-49, 62, 78, 80-89, 90

FIELD NAME	ERR. NO.	DESCRIPTION																																						
KIND OF LOSS/ COVERAGE COMBINATION	108	<p><b>Invalid Kind of Loss/Coverage Combination</b> The kind of loss/coverage combination must follow the original coding on the premium transaction:</p> <p><b>Province</b></p> <p><b>Ontario</b></p> <table><thead><tr><th><u>Coverage</u></th><th><u>Kind of Loss</u></th></tr></thead><tbody><tr><td>02, 03, 05, 06, 07</td><td>35</td></tr><tr><td>62</td><td>03, 04, 05, 06, 07 12, 14, 15, 16, 17, 18, 19</td></tr><tr><td>10</td><td>03, 04, 05, 06, 07</td></tr><tr><td>11</td><td>15</td></tr><tr><td>12</td><td>12, 14, 16, 17, 18, 19</td></tr><tr><td>73, 74, 75, 76</td><td>36 - 46, 48, 80-87.</td></tr><tr><td>14, 15</td><td>37, 39, 40-49 80-87,</td></tr><tr><td>17, 18</td><td>36, 38</td></tr><tr><td>22 to 29</td><td>21, 22, 27</td></tr><tr><td>33 to 39</td><td>20</td></tr><tr><td>43 to 49</td><td>20, 21, 22, 23, 24, 25, 26, 27, 28, 29</td></tr><tr><td>82 to 89</td><td>21, 22, 23, 24, 25, 26, 27, 28, 29</td></tr><tr><td>212 to 215, 220</td><td>21, 22, 23, 24, 25, 26, 27, 28, 29</td></tr><tr><td>226 to 228, 299</td><td></td></tr><tr><td>313 to 315, 320, 326 to 328, 399</td><td>20</td></tr><tr><td>413 to 415, 420 426 to 428, 499</td><td>20, 21, 22, 23, 24, 25, 26, 27, 28, 29</td></tr><tr><td>812 to 815, 820 826 to 828, 899</td><td>21, 22, 23, 24, 25, 26, 27, 28, 29</td></tr><tr><td>50</td><td>10</td></tr></tbody></table>	<u>Coverage</u>	<u>Kind of Loss</u>	02, 03, 05, 06, 07	35	62	03, 04, 05, 06, 07 12, 14, 15, 16, 17, 18, 19	10	03, 04, 05, 06, 07	11	15	12	12, 14, 16, 17, 18, 19	73, 74, 75, 76	36 - 46, 48, 80-87.	14, 15	37, 39, 40-49 80-87,	17, 18	36, 38	22 to 29	21, 22, 27	33 to 39	20	43 to 49	20, 21, 22, 23, 24, 25, 26, 27, 28, 29	82 to 89	21, 22, 23, 24, 25, 26, 27, 28, 29	212 to 215, 220	21, 22, 23, 24, 25, 26, 27, 28, 29	226 to 228, 299		313 to 315, 320, 326 to 328, 399	20	413 to 415, 420 426 to 428, 499	20, 21, 22, 23, 24, 25, 26, 27, 28, 29	812 to 815, 820 826 to 828, 899	21, 22, 23, 24, 25, 26, 27, 28, 29	50	10
<u>Coverage</u>	<u>Kind of Loss</u>																																							
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CLAIM TRANSACTION DATE	109	<div><div><b>Claim Transaction Date is Invalid</b></div><div>The Claim Transaction Date must be CCYYMMDD and represent the actual calendar date the claim was posted to the member. The Claim Transaction Date cannot be prior to the Loss Date and it cannot be after the Submission Date.</div><div>Such date as February 30 is invalid.</div></div>

**ERRORS AGAINST PREVIOUSLY ACCEPTED DATA**

<b>FIELD NAME</b>	<b>ERROR NO.</b>	<b>ERROR MESSAGE</b>
COMPANY/POLICY NUMBER/VEHICLE NUMBER/OCCASIONAL OPERATOR	111	<p><b>This Company Number/Policy Number is Not on System</b> This transaction must contain, in addition to a RSP IDENTIFIER, COMPANY NUMBER and POLICY NUMBER previously accepted, but also a VEHICLE NUMBER and OCCASIONAL OPERATOR previously accepted.</p>
COVERAGE/KIND OF LOSS	112	<p><b>Coverage/Kind of Loss is Not Unique on a New Claim</b> A new claim (TRANSACTION CODE 1) must have a unique combination of CLAIM NUMBER, COVERAGE, KIND OF LOSS.</p> <p>Usually caused by an error in TRANSACTION CODE.</p>
COVERAGE/KIND OF LOSS FOR THIS SUBSEQUENT ENTRY	113	<p><b>No Matching Coverage/Kind of Loss for this Subsequent Entry</b> A subsequent entry (TRANSACTION CODE 2, 3 OR 4) must have a CLAIM NUMBER, COVERAGE CODE and KIND OF LOSS CODE previously accepted.</p> <p>The subsequent entry could be a TRANSACTION CODE 2 or 4, or TRANSACTION CODE 3 with a reserve change amount.</p> <p>A TRANSACTION CODE 3 without a reserve change is considered as a new claim if there is no matching Claim Number/Coverage/Kind of Loss Code previously accepted for the risk.</p>
	114	<p>An entry with TRANSACTION CODE 2 is being submitted, but the file shows that the claim under the same Claim/Coverage/Kind of Loss Code/Date of Loss has been <b>closed previously</b>.</p> <p>Usually caused by an error in TRANSACTION CODE</p> <p>or</p> <ul style="list-style-type: none"> <li>- because a <b>re-opening entry has been rejected and not yet been resubmitted</b></li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- is being processed in the same list as the current entry.</li> </ul>

FIELD NAME	ERROR NO.	ERROR MESSAGE
COVERAGE NOT IN FORCE FOR THIS RISK AT THIS DATE OF LOSS	115	<b>Coverage Not in Force for this Risk at this Date of Loss</b> A claim transaction must have coverage in force as of the DATE OF LOSS.
RESERVE OR PAID LOSS OR EXPENSE HAS A CREDIT AMOUNT	116	<b>Reserve or Paid Loss or Expense has a Credit Amount</b> The entry transmitted causes one of the cumulative amounts on the Pool System to become credit.
DATE OF LOSS	117	<b>Policy Term not Active for Date of Loss</b> When a claim entry is transmitted for a risk on the Pool System, the Policy Term for which the DATE OF LOSS falls within must be active.
CLOSING CLAIM NUMBER/KIND OF LOSS WITH OUTSTANDING RESERVE	118	<b>Closing Claim Number/Kind of Loss with Outstanding Reserve</b> A closed claim - TRANSACTION CODE 3 must reduce the outstanding reserve amount to zero. Often caused by transmitting in the same batch 2 transactions with TRANSACTION CODE 3.
DATE OF LOSS DOES NOT MATCH FOR THIS CLAIM/KIND	119	<b>Date of Loss Does Not Match For This Claim/Kind</b> A subsequent entry (TRANSACTION CODE 2, 3 OR 4) for a CLAIM NUMBER, COVERAGE and KIND OF LOSS must have the same DATE OF LOSS as previously transmitted.
REOPENING CLAIM/KIND NOT YET CLOSED	120	<b>Reopening Claim/Kind Not Yet Closed</b> A reopening entry (TRANSACTION CODE 4) must be transmitted only after the closing TRANSACTION CODE 3 has been accepted to the same CLAIM NUMBER/COVERAGE/KIND OF LOSS.
DATE OF LOSS/DISPATCH DATE COMBINATION	121	<b>Invalid Date of Loss/Pool Submission Date Combination</b> The Pool Submission Date on the original risk/premium transaction in accordance with the rules must be prior to the DATE OF LOSS and the Pool Submission date did not satisfy the requirements of the Pool. The original risk transaction would have a new Pool Effective Date. If this claim error occurred because the original premium transaction submitted was in error due to an incorrect POLICY NUMBER, TRANSFER DATE or EXPIRY DATE, and later resubmitted within the prescribed period, refer to the section "Key Fields"

FIELD NAME	ERROR NO.	ERROR MESSAGE
CLAIM REPORTED DATE	123	<b>Claim Reported Date is out of Range</b> CLAIM REPORTED DATE cannot be more than a year earlier than the date the claim is reported to the pool for a new claim (TRANSACTION CODE 1) or for a Subsequent entry (TRANSACTION CODE 2, 3, 4) the CLAIM REPORTED DATE must be the same date as the original entry. (This edit is disabled for submission effective July 1, 2011)
BRANCH CODE	125	<b>Branch Code Different from Original Transaction</b> All claims transactions must be transferred under the same branch code as the original transaction. A new branch code can only be transferred if the claim is closed.

Draft

## Appendix C-3

<i>Field Name</i>	<i>Open Claim Coverage Kind of Loss</i>	<i>Payments/ Recoveries Change Reserves Add Pay</i>	<i>Close C/C/K Final Pay Close Reserve F&amp;F</i>	<i>Re-open A Res.</i>
<b>Transaction Code</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
RSP Identifier	M	M	M	M
Record Type	T	T	T	T
Batch Code	M	M	M	M
Entry Year/Month	M	M	M	M
Company Number	M	M	M	M
Branch Code	M	M	M	M
Policy Number	M	M	M	M
Vehicle Number	M	M	M	M
Occasional Driver	O	O	O	O
Claim Number	M	M	M	M
Date of Loss	M	M	M	M
Claim Transaction Date	M	M	M	M
Coverage Code	M	M	M	M
Kind of Loss	M	M	M	M
Paid Amount	O	O	O	O
Paid Expense Amount	O	O	O	O
Reserve Amount	O	O	O	O
Expense Code	O	O	O	O
Excluded Driver	O	O	O	O
Filler	T	T	T	T

M = Mandatory (must be present on all transactions)

O = Optional

1 = 0 is an acceptable value

R = Required for transactions in this column

T = Required if using FTP &amp; Web Services

B = If no change in data required, leave as blanks  
or transmit unchanged data