



February 8, 2008

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Industry Data Collection (IDC) System
 Training Registration

By Circular dated January 10, 2008, the Rate Bureau announced the upcoming rollout of a new Industry Data Collection (IDC) system which will be available for use on February 25, 2008. As previously announced, this system will replace the current Expense Experience Collection system and will be used to collect Annual Statements, Insurance Expense Exhibits and expense experience.

Please note there is a change in the process of submitting Annual Statements and Insurance Expense Exhibits with the new IDC system, we will no longer allow companies to submit these reports via e-mail.

Companies will be required to submit these reports through the new IDC system. Please keep in mind that you must have a new user name and password to submit these reports through IDC. The user name and passwords used for the collection of the data through the old system will no longer work. Refer to the [Circular](#) dated January 10, 2008 for instructions to obtain user name and password information.

To give carriers adequate time to adopt the new Annual Statement submission process, the due date for submission of Annual Statement data has been moved to March 10th. All other data call due dates remain the same. To view a complete list of the data call due dates, go to www.ncrb.org, select the Personal Lines Service button and the link for Annual Calls & Due Dates.

We are pleased to announce the availability of several web-based training sessions that will be held over the next two months. The training will include two types of training sessions. The first group of training dates will be for the submission of the Annual Statements and Insurance Expense Exhibits. The second group of training dates will be for the submission of the Expense Experience. Below is a list of the training dates:

Annual Statement Training sessions

(each web session will last 30 minutes):

February 26th at 2:00 pm EST
 February 27th at 10:00 am EST
 February 28th at 3:00 pm EST
 February 29th at 10:00 am EST
 March 4th at 2:00 pm EST
 March 5th at 11:00 am EST
 March 6th at 3:00 pm EST
 March 7th at 10:00 am EST

Expense Experience Training sessions

(each web session will last 1 hour):

March 17th at 2:00 pm EST
 March 19th at 10:00 am EST
 March 25th at 3:00 pm EST
 March 27th at 2:00 pm EST
 April 1st at 2:00 pm EST
 April 3rd at 10:00 am EST
 April 7th at 3:00 pm EST
 April 9th at 10:00 am EST
 April 16th at 3:00 pm EST

Due to the limited availability in each training session you will need to register for the classes you would like to attend. Please click on the link below, complete the necessary information and select a training date from the dates shown. An e-mail confirmation will be sent to you to confirm the date selected.

<http://www.zoomerang.com/survey.zgi?p=WEB227DDP7CYA>

If you have problems with this link, you may copy and paste the URL into a browser window.

Contact the Rate Bureau Information Center at 919-582-1056 or wcinfo@ncrb.org if you have any questions regarding this circular.

Very truly yours,

F. Timothy Lucas

Personal Lines Manager

FTL:dms

A-08-2