

ADDITIONAL INFORMATION

D. EXPLANATION OF ITEMS – STANDARD POLICY INFORMATION PAGE

1. Standard Policy and Endorsements

Add the following to D-1 of this Guide:

a. Bureau Filing Requirements

(1) Policy and endorsement forms

The insurance carrier will file with the North Carolina Rate Bureau a specimen copy of:

- (a) The Standard Policy, including the Information Page.
- (b) Each Standard endorsement form.
- (c) Each Non-Standard endorsement form, which must be accompanied by the North Carolina Rate Bureau's Individual Company Filing Guideline Form for submission to the NC Commissioner of Insurance. NC law prohibits the use of any form that has not been specifically approved for use in this State.

(2) Specific Policies

For each policy issued, or endorsed, that includes coverage for the State of North Carolina in Item 3.A of the Information Page, the insurance carrier shall file a copy of:

- (a) The policy Information Page.
- (b) Each endorsement. Endorsements for which the carrier has filed a specimen copy as provided in the rule above, and which do not require the insertion of extension information, need not be attached to the policy Information Page filed with the Bureau, provided the policy Information Page indicates that such endorsements have been attached to the policy.
- (c) Any renewal agreement.
- (d) Cancellation or reinstatement notices.

(3) Policy Corrections

If the Bureau finds that a policy requires a correction to conform to manual rules or classifications, the carrier must be notified. Such policy must be corrected and a copy of the correction, or the carrier's report in support of the policy, submitted to the Bureau no later than thirty (30) days after notification. If such policy has not been corrected, or if the carrier and Bureau fail to agree on the propriety of the policy, within ninety (90) days after notification, details regarding such policy will be referred to the Workers Compensation Committee of the Bureau for appropriate action.

2. Policy Preparation

g. Item 4: Classifications and Premium Basis

(5) Experience Rating Modification

The Bureau has the responsibility of calculating and issuing experience rating modifications for those qualifying risks whose operations are conducted in the State of North Carolina.

The Bureau will endeavor to calculate and issue experience rating modifications at least thirty (30) days before the effective rating date.

- (a) A copy of the experience rating data worksheet will be sent to the carrier of record and to the insured.
- (b) A copy of the experience rating data worksheet will be sent to a carrier, other than the carrier of record, upon receipt of a letter of authority.
- (c) If a letter of authority is submitted, the Bureau will provide a copy of the experience rating data worksheet as specified in the letter of authority. Such letter of authority must be written on the insured's stationery and signed by an authorized representative of the insured.
- (d) The Bureau will charge a fee for each experience rating data worksheet sent as a result of a letter of authority.
- (e) Any carrier will be furnished with any available experience modification upon specific request. The Bureau will charge a fee for each experience modification request, other than a request from the carrier of record.