



**NORTH CAROLINA INSURANCE GUARANTY ASSOCIATION**

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September 27, 2002

CIRCULAR LETTER TO ALL MEMBER INSURERS

Re: Circular Letter Distribution

In our continuing effort to provide quality services in the most efficient and cost effective manner, the Insurance Guaranty Association is making plans to notify the membership of issued Circular Letters via e-mail. Effective January 1, 2003, we will discontinue distribution of paper copies of Circular Letters. In lieu of mailing paper circulars, the following procedures will apply.

- Circular Letters will be posted on the Association's web site, [www.ncrb.org](http://www.ncrb.org)
- When new circulars are added to the web site, an electronic notification of that publication will be sent to the Association's e-mail contact list

It is intended that we will maintain one central e-mail contact for each carrier or carrier group and that the designated contact will distribute the Association's electronic notifications to all appropriate recipients within that organization.

In preparation for the implementation of the e-mail service, we need the e-mail address for the person whom you wish to act as the notification contact for your company. Please complete the form below and return it to the attention of Lois Murphey as soon as possible, but no later than November 15, 2002.

Sincerely,

Raymond F. Evans, Jr., CPCU

General Manager

RFE:lm  
IGA-02-4

**E-MAIL NOTIFICATION INFORMATION**

(Please Print)

Individual's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_