



Program Submission Requirements

Executive Summary

- Overview/Description and Narrative History of the Program including:
 - Number of years program has been in existence.
 - Current volume (by Line of Business)
 - Any association endorsements
 - Carrier History
 - States the program is currently in; plans for expansion.
 - Loss ratio
 - Expertise/experience that the agency has in class of business.
- Why does the program seek new carrier/market?
- Target start date and why.
- Plans for growth.
- Type of paper needed – admitted, non-admitted.
- Note any special circumstances attributable to program's success, e.g. legal environment.

Distribution

- Explain how program is marketed.
- Geographic breakdown of existing book.
- Detail agency responsibilities.
- Breakdown of direct business and sub-produced business.
- Agency relationship(s) in program – MGA, GA, retail agents, wholesalers, etc.
- Desired commission levels, by Line of Business (GA and sub-produced requirements)

Underwriting

- Class of business
- Average account size.
- Lines of business; classifications, rating codes.
- Ineligible risks.
- General eligibility guidelines
- Eligibility by line
- Policy form information – ISO / NCCI manuscript.
- Copy of Forms, endorsements and application.
- Primary limits breakdown by line of business.

- Summaries of the individual states' legal environments.

Claims Experience

- Narrative of Claims Handling History (TPA's, carrier staff, vendors, etc.)
- 5 years currently valued (hard copy or electronic) loss runs, by line of business
- Claims information – paid losses, number of claims, reserves, etc.
- Summary of large losses (over \$50,000)

Program Experience

- Total written premium on annualized basis and inception to date.
- Premium History by line by year
- Policy count by year.
- Hit ratio and renewal retention ratios.
- Exposure history.
- Rate and pricing change history.
- Loss ratio pure and ultimate.
- Premium projections.

Actuarial Information

- Recent actuarial evaluations.
- Paid and incurred loss triangles by line of business.
- Reported claim triangles by line of business.

Misc.

- Loss Control Programs.
- Reinsurance Profile/History
- Premium audit/finance.
- Payment plan details (if any)

Agency History

- Principals
- Type of agency.
- Incorporation date.
- Existing business make-up.
- Agency Management and/or Processing Systems
- What (if any) level of risk-sharing participation does the agency want to take?
- Include latest audited financial statements for agency.