



DEPARTMENT OF INSURANCE
State of North Carolina

1204 MAIL SERVICE CENTER
RALEIGH, NC 27699-1204

JIM LONG
COMMISSIONER OF INSURANCE

PUBLIC SERVICES GROUP
AGENT SERVICES DIVISION
(919) 807-6800

TO: All Insurance Companies

FROM: Etta Maynard

DATE: November 20, 2008

RE: 2009 Appointment Renewal Process

Effective in 2009, the North Carolina Department of Insurance will process appointment renewals for Producer, Auto Physical Damage Agent, Medicare Supplement/Long Term Care, Limited Representative, Title Insurance, and Credit Agent electronically through the National Insurance Producer Registry (NIPR). Pursuant to the fee changes in NC General Statute 58-33-125, the annual invoices reflect the new fee of \$10.00 for individual agent appointment per line of authority.

Please carefully review the following information on how the annual appointment renewals will be processed through NIPR:

- Electronic processing through NIPR is Mandatory and renewals cannot be sent directly to the Agent Services Division.
- The NIPR website is: <http://www.nipr.com/>
- Terminations of appointments that you do not wish to renew **MUST** be received by NIPR no later than 5pm on January 26, 2009 to allow sufficient time for processing and posting to the Producer Database before the renewal billing invoices are created.
- Appointment and Terminations submitted after 5pm on January 26, 2009 will be held in the Gateway AV status until February 2, 2009.
 - Any terminations submitted during these times that are held until February 2, 2009 will not prevent the appointment renewal charge on the 2009 invoices.
 - Any appointment that is active on January 29, 2009 will be included on the invoice.
- On February 2, 2009, the NIPR website will have the renewal invoice and a list of appointments due for the Producer, Auto Physical Damage Agent, Medicare Supplement/Long Term Care, Limited Representative, Title Insurance, and Credit Agent renewals.
- Insurance companies will not be allowed to terminate or cross-off any names from the invoice.
- Appointment renewal fees **WILL BE DUE BY APRIL 1, 2008** for every appointment listed on the invoice.

- Appointments **WILL NOT BE** renewed if payment is less than invoice TOTAL.
- Payments for North Carolina Appointment Renewals **MUST** be received by NIPR through the Electronic Options made available.
- Invoices will not be displayed on the NIPR website after May 15, 2009.
- All appointments will be canceled if the invoice is not paid by May 15, 2009.

We recommend that your company utilize the Company Appointment Reconciliation Report (CARR) which is a product of the NIPR to terminate appointments of insurance producers who no longer represent the company. The CARR is designed to facilitate the appointment renewal process for regulators and for the insurance industry.* As a NIPR customer you can use the CARR to create a listing of your active appointments for a specific company in a specific state.

The CARR has the functionality of completing "Not for Cause" terminations directly from the report allowing you to reconcile your company's insurance producer listing against the Producer Database. The terminations are generated electronically through the NIPR Gateway.

If you have any questions about the CARR, please contact NIPR at 816-783-8467 or email them at marketing@npr.com. If you have any other questions, please contact the Agent Services Division at (919)807 6800.

*Please forward this memorandum if you contract with a third party vendor to process appointments and terminations.