



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

December 11, 2008

Motor Club Name
Address 1
Address 2
City, State Zip Code

RE: REVISED 2009 Appointment Renewal Process

The North Carolina Department of Insurance is committed to improving efficiency by streamlining insurance licensing processes through utilization of the technology and services developed by the National Association of Insurance Commissioners (NAIC) and their business affiliates. Effective in 2009, the Agent Services Division will process appointment renewals for Motor Club Limited Representatives electronically through the National Insurance Producer Registry (NIPR). Pursuant to the fee changes in NC General Statute 58-33-125, the annual invoice will reflect the new fee of \$10.00 for individual Motor Club Limited Representative appointments.

To identify your company during the appointment renewal process through NIPR, [Motor Club Name] has been assigned a unique company number known as the NAIC Cocode. **The NAIC Cocode assigned to [Motor Club Name] is [NAIC Cocode].** In order to provide additional guidance, a list of NIPR Frequently Asked Questions has also been enclosed for your review.

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 the Agent Services Division of the North Carolina Department of Insurance no later than January 15, 2009 to allow sufficient time for processing and posting to the Producer Database before the renewal billing invoices are created.

- 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 Motor Club Limited Representative renewals.
- Motor Club 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.

If you have any questions about NIPR services, please contact NIPR customer service at 816-783-8468 or e-mail them at customerservice@nipr.com. If you have any other questions, please contact the Agent Services Division at (919)807 6800.

Sincerely,

Etta P. Maynard

Deputy Commissioner
Agent Services Division