

AGENT SERVICES

**TO: All Insurance Companies
All Motor Club Companies**

FROM: Etta Maynard

DATE: January 29, 2009

RE: 2009 Appointment Renewal Invoices

The Annual Appointment Renewal invoices for insurance companies and motor club companies are now available for payment electronically through the National Insurance Producer Registry (NIPR). These invoices are for the 2009-2010 appointment renewal fees for Producer (per each of the six major lines of authority), Auto Physical Damage Agent, Medicare Supplement/Long Term Care, Limited Representative, Title Insurance, and Credit Agent. 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.

As a reminder, please carefully review the following information on how the annual appointment renewals will be processed through NIPR:

- Electronic processing through NIPR is mandatory and renewal payments cannot be sent directly to the Agent Services Division.
- On February 3, 2009, the NIPR website will display 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 appointment renewals.
- Insurance companies and motor club companies will not be allowed to terminate or remove any names from the appointment renewal detail report.
- Appointment renewal fees **WILL BE DUE BY APRIL 1, 2008** for every appointment listed on the appointment renewal detail report.
- 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 this occurs with your company, our Market Examinations Division will be notified.

Process beginning February 3, 2009 when the electronic invoices are on the NIPR website:

- On the Internet, go to www.nipr.com
- Follow the links to company appointment renewals and sign-in using your company identifiers: company cocode, FEIN, and/or company name
- After entering the necessary identifying information, you can:
 - Print/Pay the Invoice
 - View the detail report of appointment renewals
 - Print the Report
 - Download the Report as text (delimited)
 - Download the Report as XML.
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding this new appointment renewal process, contact:

- NAIC Help Desk 816-783-8500 - Problems navigating the online appointment renewal screens
- NIPR Customer Service at 816-783-8468 or customerservice@nipr.com - Any problems other than appointment renewal screens
- Agent Services Division at 919-807-6800- Any other questions.

Pursuant to 11 NCAC 6A.0501(d), the Department will provide the list of all appointments renewed after payment of the appointment renewal invoice electronically in lieu of a separate mailing from the Department. This detailed appointment renewal list is immediately available by selecting "Print Renewals" option when viewing and paying your company invoice at www.nipr.com.

Please note that in mid-2009, the Agent Services Division will also send communications via e-mail to insurance company contacts via the business e-mail address provided. Please make sure that the company contact name and e-mail address for your company is accurate and up to date. An electronic Company Contact Form is available on the Department's website www.ncdoi.com under the Agent Services Division's Online Licensee Services. The Company Contact Form is also posted on the Agent Services Division's Hot Topics for updates via fax or mail.

This notification was mailed in envelopes displaying the previous Commissioner's name in the interest of budget constraints and environmental friendliness.