



**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: Motor Club Companies**

**FROM: Etta Maynard**

**DATE: December 11, 2008**

**RE: **IMPORTANT NOTICE****  
**Change to Appointment and Termination Reconciliation**

Recently Agent Services Division sent your company notification of the 2009 Annual Appointment Renewal Process through NIPR. Since this notification was sent, NIPR has determined that Motor Club Companies will not be able to process agent appointments or terminations directly through NIPR until 4/1/2009. The notification letter that was sent to your company has been updated and is enclosed detailing the following change to the appointment reconciliation and termination process.

Motor Club Companies must send the Agent Services Division notification of terminated appointments by January 15, 2009 to allow time for processing and posting to the Producer Database. Your company will be billed for those individuals showing appointed after January 29, 2009 on your 2009-2010 annual renewal invoice bill through NIPR.

Enclosed is Form D2-06 for termination of North Carolina appointments for Motor Club limited representatives. This form must be filed for each limited representative that your company does not wish to renew for the 2009-2010 renewal period. If the license is available, the cancellation part of the license can be submitted as a termination request.

Your company may request a list of current appointees by using the attached form. Your company has **30 days from the date** of this memorandum to request a list of appointees and/or licensees. However, the list may not be used as the required form for termination of appointments or licenses. Your company must submit the D2-06 termination form for appointees. All termination forms and notice of cancellation forms must be received by January 15, 2009.

If the termination is for any cause listed in NC General Statute 58-33-46, your company is responsible for indicating that reason.

If you have any questions, please contact the Agent Services Division at (919) 807-6800.

**PRE-RENEWAL LIST ORDER FORM**

*PLEASE SEND LIST OF ALL LICENSEES APPOINTED WITH*

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*NAME OF COMPANY*

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*COMPANY NUMBER*

*PERSON REQUESTING LIST:*

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*MAILING ADDRESS:*

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*EMAIL ADDRESS:*

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*TELEPHONE NUMBER:*

(\_\_\_\_) \_\_\_\_\_

*SIGNATURE:*

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Check the media type for your lists:

\_\_\_\_\_ Paper List (\$175.00 per company list)

Check should be made payable to NCDOI and mailed to address below.

\_\_\_\_\_ PDF list emailed to you (no charge)

\_\_\_\_\_ Excel Spreadsheet (no charge)

**North Carolina Department of Insurance**

**Agent Services Division**

**1204 Mail Service Center**

**Raleigh, NC 27699-1204**

**You may fax this request to (919) 715-3794 or (919) 715-7352.**

**You may email your request to [ASD@ncdoi.net](mailto:ASD@ncdoi.net).**