

AGENT SERVICES

To: Insurance Companies

From: Etta P. Maynard
Deputy Commissioner, Agent Services Division

Date: January 14, 2009

RE: North Carolina Appointments and Terminations

North Carolina appointment and termination transactions submitted via the NIPR Gateway will be suspended at 5:00pm CST on January 26, 2008, in preparation for the creation of appointment renewal invoices. Any transactions submitted after 5:00pm CST on January 26, 2009 will be held in "Awaiting Validation" status until processing resumes on 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.

Appointment and termination transactions sent after 5 p.m. CST on January 26, 2009, must not be backdated more than 30 days from February 2, 2009. Any appointment or termination transaction submitted with an effective date before January 3, 2009, will be declined when processing resumes.

Please contact NIPR Customer Service at customerservice@nopr.com with any questions or for additional information.