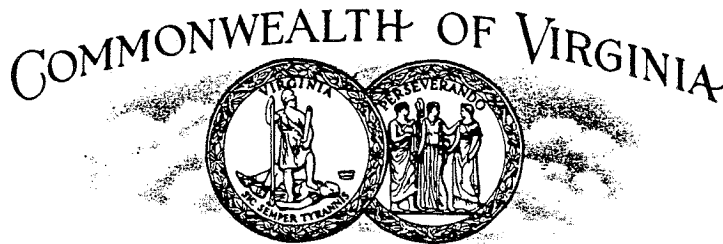


JAMES M. THOMSON  
COMMISSIONER OF INSURANCE  
THOMAS S. NARDO  
FIRST DEPUTY COMMISSIONER



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STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE

December 7, 1983

ADMINISTRATIVE  
LETTER 1983-12

TO: ALL COMPANIES AND RATE SERVICE ORGANIZATIONS LICENSED  
FOR PROPERTY AND CASUALTY INSURANCE IN THE COMMONWEALTH  
OF VIRGINIA

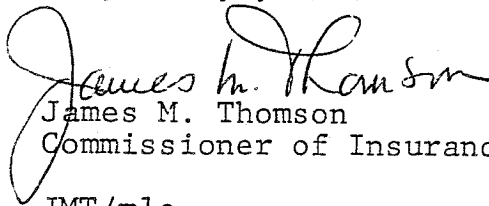
RE: Manual Rules Which Waive Premium Refunds or Charges

It has come to our attention that many of the manual rules currently on file do not meet the requirements of the Bureau of Insurance as respects the waiver of additional or return premiums of a certain dollar amount. In order for these provisions to be acceptable, the following criteria need to be met by companies and rate service organizations as respects waiver of premium:

1. The waiver should not apply to return premiums only.
2. The return premium provision must stipulate that the return premium will be granted if requested by the insured.
3. The insured must be notified that a return premium is available.

To ensure compliance, please review the programs you have on file in Virginia and file an amended manual page(s), if necessary, to bring your filings in compliance with these requirements.

Very truly yours,

  
James M. Thomson  
Commissioner of Insurance  
JMT/mle