



**Nova Scotia**  
**Utility and Review Board**

# **Rate Filing Requirements for Automobile Insurance**

## **Section 155G - Endorsements**

**Effective August 16, 2013**

**Applicability**

These guidelines are available for use when a company is only proposing to

- a) offer a new endorsement,
- b) remove an endorsement currently offered,
- c) make changes in the rate charged for an existing endorsement
- d) make changes to the underwriting rules applied to an existing endorsement, or
- e) make changes to the benefit or limits provided in an existing endorsement.

Changes to SEF#44 (Family Protection) must be filed under the Rate Filing Requirements for Automobile Insurance - Section 155G – Prior Approval.

Please note changes to endorsements do not have to be filed under these requirements. At any time, an endorsement change may be filed as part of a “Section 155G – Prior Approval” application. There is no need for a separate endorsement filing in such a case.

**Filing Format**

This application to the Nova Scotia Utility and Review Board (“NSUARB”) will be fully electronic or paperless. Subject to any technical notes published by the NSUARB, the filing should consist of the following files, each with no password protection, containing the information sections as outlined below, in the categories and order outlined below to constitute a complete filing.

**Part 1: Non-Confidential Information (Format: One PDF File)**

<b>Section</b>	<b>Description</b>
N-1	Table of Contents
N-2	Certificate of Officer
N-3	Contact Person Information
N-4	Rating Rules and Revised Rate Manual Pages

**Part 2: Confidential Information (Format: One PDF File)**

<b>Section</b>	<b>Description</b>
C-1	Table of Contents
C-2	Endorsement Forms & SOI Approval (if required)
C-3	Support for Endorsement Changes

The two required electronic files must be forwarded at the same time to the NSUARB generic mailbox at [board@gov.ns.ca](mailto:board@gov.ns.ca).

For larger files, please contact the NSUARB general office phone number (902-424-4448) to ensure the mailbox is capable of handling the file size. In lieu of email, the “Send Files to the Board” option on NSUARB website ([nsuarb.novascotia.ca](http://nsuarb.novascotia.ca)) can be used.

The confidential sections noted above reflect the Board’s position on the portions of an application which will routinely be kept confidential.

## **Part 1 – Non-Confidential Information**

### **Section N-1: Table of Contents**

The table of contents must show the main headings noted above and the key headings within each of the sections. It must be detailed enough to allow the reader to quickly isolate key information.

### **Section N-2: Certificate of Officer**

A scan of the original signed certificate of an authorized officer of the Company must accompany each filing. A copy of the required form of the Certificate of Officer can be found on the NSUARB's website ("Certificate of Officer – 155G Endorsement"). Authorized officers are the President, CEO, COO, CFO, any vice-president, the treasurer, or the corporate secretary or Chief Agent for Canada, for the Company.

The Certificate of Officer must identify a person authorized by the Company to act as the contact person for the Company in accordance with section N-3.

### **Section N-3: Contact Person Information**

The Company must set out the name, title, company name, business address, telephone number, fax number and e-mail address of the individual authorized to act as contact person on behalf of the Company. The named contact person must be prepared to respond to NSUARB questions and accept correspondence from the NSUARB on behalf of the Company relating to this filing. All questions on the filing will be directed to this individual and all questions/replies for the NSUARB dealing with the filing must be channeled through this person.

The contact person must be able to accept and respond to correspondence from or to the NSUARB by email.

### **Section N-4: Rating Rules and Revised Rate Manual Pages**

Rating rules are those rules or definitions by which a risk is assigned to a specific rating cell or is assigned a discount or surcharge. Examples include rules by which territory, vehicle use or driving record are assigned. Rating rules are part of a Company's risk classification system and must be filed according to these requirements.

Rate manual pages that describe changes to rules or definitions associated with the proposed endorsement changes must be included with the filing.

***An updated rate manual with the approved rates and risk classification system must be submitted electronically within 30 days of approval, See Information Bulletin INS-13-03 for details.***

## **Part 2 – Confidential Information**

### **Section C-1: Table of Contents**

The table of contents must show the main headings noted above plus the key headings within each of the sections. It must be detailed enough to allow the reader to quickly isolate key information.

### **Section C-2: Endorsement Forms & SOI Approval (if required)**

Any changes to or new endorsement wording must be approved by the Superintendent of Insurance (“SOI”). This approval must be sought prior to submitting the application to the NSUARB. The Company must include confirmation that the SOI has approved the endorsement wording (e.g. a copy of the approval letter from the SOI Office).

The Company must include the revised wording (or new wording in the case of a new endorsement) in this section for all endorsements that are changing.

The Company must provide

- a) the proposed effective date of the form
- b) a description of the form indicating
  - i. whether it replaces an existing approved form, and
  - ii. how the coverage differs, if applicable, from a standard approved endorsement form.

### **Section C-3: Support for Endorsement Changes**

In this section the Company must provide:

- a) the rationale for any proposed changes to the endorsement offerings, including why the changes are being made at this time;
- b) an indication of the number of clients impacted by the change (if any); and
- c) an indication/estimate of the expected uptake of any new endorsements.

Actuarial or other support for the rates for new endorsements or changes to rates for existing endorsements must be provided

If the Company states, as support for its proposal, that other companies offer the endorsement, the filing should include the name of such companies and should highlight any differences between that company’s endorsement (wording and/or rates) and the proposed endorsements.

Where changes are made to harmonize NS offerings with other jurisdictions, those jurisdictions should be identified and any information to support the offering in that jurisdiction should be discussed.

If the Company intends to off-balance all or part of the impact, a description of the off-balancing procedures and the calculations of the changes (if any) to base rates must be included.