



# NOVA SCOTIA UTILITY AND REVIEW BOARD

## Information Bulletin: INS-13-03

August 16, 2013

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This publication is not a legal document. It contains general information and is provided for convenience and guidance in applying the *Insurance Act*, R.S.N.S. 1989, c. 231, ("Act"), as amended, and *Regulations*. In all circumstances, reference should be made to the legislation.

### Electronic Submission of Rate Manuals

The Nova Scotia Utility and Review Board ("Board") maintains a library of rate manuals for those companies licensed to offer automobile insurance for individually-rated private passenger vehicles, commercial vehicles (including interurban trucks) and miscellaneous vehicles in Nova Scotia. These rate manuals include underwriting rules, binding authority rules, and the approved rates.

The Board has moved to an electronic library of rate manuals. When an application to modify rates and/or risk-classification systems is approved, the library of rate manuals must be updated.

Companies receiving a decision on a rate filing application that results in changes to rate manual pages will be required to submit an electronic version of the updated rate manual within 30 days of the date of the applicable Order.

The Board requires rate manuals to be submitted as one complete document and in searchable portable document format, to include:

- Rate pages for private passenger vehicles;
- Rate pages for commercial vehicles;
- Rate pages for miscellaneous vehicles;
- One set of complete Underwriting Rules; and
- One set of complete Binding Authority Rules (i.e. Referral Rules, Risks not Written Rules, etc.).

Rate manuals are not posted on the Board's website. Rate pages are not confidential. However, Underwriting Rules and Binding Authority Rules are confidential.

The Board will initially rely on the mandatory filing process to collect updated electronic versions of rate manuals, or as applications are approved. However, the Board may direct those companies who have not yet filed an electronic version to file their rate manual in this form.

Companies are asked to distribute this Information Bulletin to other individuals in the company who are responsible for rate filings and updating rate manuals. When submitting a rate manual as a result of a Board Order, companies are requested to identify the applicable Board Order and Matter Number.

The Board considers this improvement in the rate manual filing process of benefit to both the industry and the Board.