December 10, 2009

<u>CIRCULAR LETTER TO ALL MEMBER COMPANIES</u>

RE: 2010 Reporting Schedule

Attached is a schedule of reporting due dates published for your convenience when filing the North Carolina Reinsurance Facility (NCRF) monthly data during calendar year 2010.

All data must be submitted by the indicated due dates via FTP file transmission directly to NCRF, with the exception of run-off companies that have been specifically excused from the FTP requirements by NCRF.

Reports which cannot be processed or are not received by the due dates
- **Will not be included in that month's processing cycle**
- **May increase the number of cessions charged for the lack of premium**
- **May create some distortion in the financial reports of the Facility and in the share of each member company**

Reporting Schedule – Calendar Year 2010 North Carolina Reinsurance Facility		
Accounting Month	**Cutoff Date**	**Notes**
December 2009	Monday, January 25, 2010	
January 2010	Thursday, February 25, 2010	
February 2010	Thursday, March 25, 2010	
March 2010	Monday, April 26, 2010	
April 2010	Tuesday, May 25, 2010	
May 2010	Friday, June 25, 2010	
June 2010	Monday, July 26, 2010	
July 2010	Wednesday, August 25, 2010	
August 2010	Monday, September 27, 2010	
September 2010	Monday, October 25, 2010	
October 2010	Monday, November 29, 2010	Thanksgiving Holiday is Nov 25-26, 2010
November 2010	Tuesday, December 28, 2010	Christmas Holiday is Dec 24-27, 2010
December 2010	Tuesday, January 25, 2011	

These are the reports to be submitted:
- **Notice of Transmittal (if NIL report)**
- **Monthly Summary Data**
- **Accounting Transaction Detail Data**
- **Monthly Recoupment Summary Records**
- **Designated Carrier Monthly Outside Legal Expenses Paid Detail (designated carriers only)**

Please bring this material to the attention of those responsible for the submission of data to NCRF.

Questions regarding this circular should be directed to Patricia Stallings at (919) 582-1010 or email pas@ncrb.org.

Sincerely,

Edith T. Davis,

Director, Reinsurance Facility

ETD:lad
RF-09-16