

**PROGRAM DIVISION
BULLETIN**

2005-04

February 1, 2005

**IMPORTANT REMINDER REGARDING
COMPLIANCE WITH FLORIDA REGULATORY REQUIREMENTS**

During recent market conduct exams performed by the State of Florida, there were several issues raised with regard to company procedures regarding adherence to regulatory requirements. Please review the following items and ensure your procedures ensure compliance with these requirements:

File Documentation

- When writing commercial automobile coverage, copies of the UM/UIM coverage selection/rejection forms must be maintained in the underwriting file.

Policy Issuance

- Policies are required to be issued within sixty (60) days of the effective date of coverage. All efforts should be undertaken to issue policies within this period.
- When policies are issued, care must be taken to ensure that all mandatory forms are included with the policy, including Florida Form 74825, or its equivalent, providing notice of the company's phone number and the purposes for which the number may be used. It is equally important that forms not applicable to the policy not be attached at the time of issuance.

Risk Management Programs

- Florida law provides instances where the company is required to notify the insured of the existence and availability of risk management programs. It is important that the company's procedures be followed and the insured notified of these programs whenever they are applicable.

We thank you for your cooperation. If you have any questions, please contact your Program Manager.

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