



AIG Programs

Program Underwriting Authority

WASTEHAULER GUARD PROGRAM

Edition Date:	02/03/2015
Program Administrator:	Willis Programs of New Hampshire, Inc. Pease International Tradeport One New Hampshire Avenue, Ste. 200 Portsmouth, NH 03801
Principal(s):	David G. Hampson – President & CEO Dan Curran – VP, Director of Underwriting Susan Diecidue, Underwriting Supervisor
Program Description:	Waste (garbage or refuse) for residential, commercial, construction, septic, industrial operations.
Program Manager:	JoAnne Artesani
Program Inception:	April, 2007
Division:	66 – AIG Programs
Related PUC Numbers:	Package/Auto – 0110 Umbrella - 0111
Program Territory:	Countrywide except NJ
Program Commission:	22% for Package & Umbrella 20% for Auto



TABLE OF CONTENTS

1. Program Overview	3
1.1 Eligible Business – Program Description	3
1.2 Ineligible Business	6
2. Authority	7
2.1 Insurance Companies	7
2.2 Lines of Business / Premium / Operating System	8
2.3 Named Insureds	8
2.4 Limits Authority	8
2.5 Windstorm and Earthquake CAT Management Referrals	10
2.6 Adherence to Filed Rules/Loss Costs/Forms	10
2.6.1 ISO Products / AAIS Products / Proprietary Products	10
2.6.2 New York Free trade Zone (NYFTZ)	11
2.7 Policy Term	11
2.8 Pricing Authority	11
2.8.1 ISO “Refer to Company” Rules	12
2.9 Limitations to Authority	12
2.9.1 Limitations: General Limitations	12
2.9.2 Limitations: Coverages	13
2.9.3 Limitations: Policy Terms and Conditions	14
2.10 State Surcharges and Fees	14
2.11 Policy Issuance Authority and Service Standards	14
2.12 Approved Coverage Forms and Endorsement Authority	14
2.13 Delegation of Authority	15
2.14 Underwriting Guidelines - Qwik Notes	15
3. Program Underwriting Rules	15
3.1 Underwriting File/Documentation Requirement	15
3.1.1 Property File Documentation Requirements	16
3.1.2 General Liability File Documentation Requirements	16
3.1.3 Automobile File Documentation Requirements	16
3.1.4 Umbrella / Excess Casualty File Documentation Requirements	17





3.2	Applications.....	17
3.3	Account Clearance/Reservation in 'e Start'	17
3.4	Account Summary Worksheet	18
3.5	Loss Runs/Loss Analysis	18
3.6	Referral Process / Required Documentation	18
3.7	Deductibles / SIR Procedures.....	19
3.8	Quotation.....	19
3.9	Binders	20
3.10	Other Underwriting Considerations	20
3.10.1	Cancellations/Non Renewals	20
3.10.2	Declinations.....	21
3.10.3	Material Change in Coverage/Rate Increases.....	21
3.10.4	State Specific Amendatory Endorsements.....	21
3.10.5	Headquarters State Rule	21
3.10.6	Terrorism Risk Insurance Act (TRIA).....	21
3.10.7	Office of Foreign AssetS Control (OFAC).....	22
3.10.8	Commission – Policyholder Notice.....	22
4.	Administration and Service.....	22
4.1	Loss Control.....	22
4.2	Premium Installments and Financing.....	23
5.	Line of Business Guidance: rates and Rules.....	23
5.1	Property / Inland Marine / Crime: Approved rates and Rules.....	23
5.2	General Liability – Approved rates and Rules.....	24
5.3	Automobile – Approved Rates and Rules	25
5.4	Excess / Umbrella: Approved Rates and Rules	27
6.	Acknowledgement and Acceptance	28





NOTICE – PLEASE READ CAREFULLY

The Program Underwriting Authority (the “Authority”) set forth the terms and conditions pursuant to which the Program Administrator named in Section 6 hereof (referred to hereinafter as the “Program Administrator”, “You” or “Your”) may place business with the insurance companies named in Section 2.1 hereof (collectively referred to hereinafter as the “Company”, “We”, “Us” or “Our”) in accordance with the Program Administrator Agreement between the Company and the Program Administrator.

Periodically during the year you may receive a change from us that directly correlates to this authority document. That change will be deemed to be effective as of the date of the publication of the bulletin unless otherwise specified. Such changes, which may include rates, rules or form approval changes, will be integrated in to future authority documents. The Program Administrator employee listed in Section 6, as the person assigned the underwriting authority granted herein, is responsible for the coordination with the Program Administrator’s staff of periodic updates to this Authority.

Please sign the acknowledgement and acceptance form in Section 6 and return an executed copy of the Program Underwriting Authority to your Program Manager within 30 days. If your Program Manager does not receive the executed copy within such time, this Authority will automatically go into effect on the date set forth in Section 6.

1. PROGRAM OVERVIEW

1.1 ELIGIBLE BUSINESS – PROGRAM DESCRIPTION

You may underwrite, quote and bind business on behalf of the Company on eligible accounts for the “Wastehauler Guard” Program (Hereinafter, the “Program”) that meet the following eligibility requirements:

1. 60% or more of company revenues must be GL class code 95233 – Garbage, Ash or Refuse Collection and meet the NAIC Code description for 56211 – Solid Waste Collections – Non-Hazardous; and
2. 40% or less must fall within one or more of the other eligible Wastehauler Guard classification codes (47146 – 10256 - 45993) or eligible Recycling classification codes (15406 – 45380 – 16009 – 58058 – 54077 – 59985 – 56900 – 91190).
3. GL Exposures are based on sales and payroll.
4. Vehicles (power units) must not exceed a 75 mile radius of operation of garaging location.
5. Operations in cities or towns where the sum of the population for all service areas is less than 150,000 as per the information generated using the 222.census.gov/pop est/cities/SUB-EST2006-4.html website and the following Metro areas such as New York City/Los Angeles/Chicago or Miami. Exceptions will be considered based on population density subject that the radius of operations meets the eligibility criteria.





Accounts must also meet the individual line of business requirements stated in Section 5.

95233 Garbage, Ash or Refuse Collecting – (Non-Hazardous)

- Collecting and/or hauling non-hazardous solid waste (garbage) within a local area and/or operating non-hazardous solid waste transfer stations and
- Collecting and/or hauling mixed recyclable materials within a local area.
- “Bin There Dump That”

In addition, We require the following account attributes*:

- At least five (5) years in operation. Risks operating for less than five (5) years may be considered when the owner has at least five (5) years prior managerial experience and the account must be priced with a 5% debit.
- Three-year currently valued (within 180 days of the proposed effective date) hard copy loss history provided by the insurance carrier on new business (see Section 3.5 for additional information).
- The loss ratio for the current year, and separately, all lines combined for the past five years, must be 35% or less and have no single loss greater than \$100,000 (Incurred loss).
- New Business Accounts demonstrating loss frequency in any line of business must be referred to the Program Manager. Loss frequency will be calculated by the AQI Worksheet.
 - AL: any account with a frequency per power unit rate greater than 15%
 - APD: any account with a frequency per power unit rate greater than 3.5%
- Current policy must be active and not in the process of being cancelled or non-renewed for reasons other than carrier exiting class of business.
- D&B credit score of 1, 2 or 3 as obtained from eStart.**
- Any renewal account where a single line of business is no longer eligible for the program the entire account is ineligible and must be referred to the program manager.

* Accounts that do not possess each of the above attributes may be deemed acceptable, but must be referred to the AIG Program Manager for review and approval prior to commitment to quote.

**For accounts with a D&B score of 0, 4, or 5 with an annual premium of less than \$100,000. the following financial review is acceptable when documented in file:

- If You subscribe to Experian, the account has a score of twenty five (25) or higher; or
- Their payment history must be reviewed and found to be ‘current’; and

You have verified that the Insured is not operating under any chapter of the United States Bankruptcy code.

If the above cannot be verified, or if the account premium is in excess of \$250,000, you must submit the account to your Program Manager along with a copy of their current financial statements for approval prior to quote.





Incidental Class Codes

The following class codes can be written if the overall combined exposure is less than 15% of expected total annual receipts –<<With the exception of class 63010 – 63013 and 49451, all other incidental classes do not require a referral if they are excluded from the policy. Classes 63010 – 63013, 49451 and 43946 are not a referral as long as they are incidental exposures as defined above.>>

43946 Garbage Works – Separation for Recycling, Reduction or Incineration – Use for transfer station operations

- Primarily engaged in the combined activity of collecting and/or hauling of non-hazardous waste materials within a local area and operating non-hazardous waste treatment and disposal facilities (except landfills, combustors, incinerators & sewer systems or treatment facilities).

99310 Snow & Ice removal – Contractor

- Primarily engaged in providing waste management services except waste collection, treatment and disposal, remediation, operations of MRF, septic tank pumping and related services and waste management consulting services.

99303 Street Cleaning

- Same as snow & ice removal noted above.

98805 Septic Tank Systems - Cleaning

- Pumping (i.e., cleaning) septic tanks and cesspools and/or
- Renting and/or servicing portable toilets.

63010 – 63013 Dwelling (one to three family dwellings)

- If operation has more than 5 dwellings, it should be referred.

49451 Vacant Land – Other than Not-for-Profit

- Refer if operation has more than 50 acres.

99987 Wrecking – Buildings or Structures – Not Marine – All operations masonry – All operations – Iron or steel masonry. (Refer to Ineligible Activities – Item B – for position-on Construction & Demolition (C&D) operations.)

- Demolition and wrecking of building and other structures
- Concrete breaking and cutting for demolition\dismantling water tanks
- House demolishing





- 99987 Wrecking – Buildings or Structures – Not Marine – All operations – wooden including dwellings or Concrete or Concrete Encased. (Refer to Ineligible Activities – Item B – for guidelines on Construction & Demolition (C&D) operations.)
- Same as description noted above.

1.2 INELIGIBLE BUSINESS

You cannot quote or bind business for accounts that are outside of the parameters established above. Any risk that falls within the following class codes/activities are not eligible for the program:

- 95233 Garbage, Ash or Refuse Collection – Hazardous Waste Collection, including:
Collecting and/or hauling hazardous waste within a local area and/or operating hazardous waste transfer stations.
- Hazardous waste collection establishments may be responsible for the ID, treatment, packaging, and labeling of waste for the purpose of transport.
- 43945 Garbage or Refuse Dumps – Hazardous Waste Treatment and Disposal, including:
- Operating treatment and/or disposal facilities for hazardous waste or
 - The **combined activity** of collecting and/or hauling hazardous waste within a local area **and** operating treatment or disposal facilities for-hazardous waste.
 - Combustors or incinerator operators of hazardous waste
 - Acid waste disposal/treatment facilities
 - Radioactive waste/material collecting and/or local hauling and disposal
 - Radioactive waste/material treatment facilities
 - Operating treatment and/or disposal facilities for hazardous waste or
 - The **combined activity** of collecting and/or hauling non-hazardous waste within a local area **and** operating landfills for the disposal or non-hazardous solid waste.
 - Dumps, non-hazardous solid waste (i.e., trash)
 - Landfills which include garbage disposal, refuse disposal, rubbish disposal, trash disposal, sludge disposal and waste.
 - Sanitary landfills.
- 56221 Waste Treatment and Disposal - includes
- Operating waste treatment or disposal facilities (except sewer systems or sewer treatment facilities) or the combined activity of collecting and/or hauling of waste materials within a local area and operating waste treatment or disposal facilities.
 - Waste combustors or incinerators (including those that may product byproducts, such as electricity), solid waste landfills, and compost dumps are included.
- 221320 Sewage Treatment Facilities - includes
- Collecting, treating, and disposing waste through sewer systems or sewage treatment facilities.





91582 Construction or demolition companies

Auto Physical Damage – any truck/vehicle used for waste hauling purposes or in support of such operations must be written on a separate Inland Marine form on a non admitted basis (See Wastehauler Guard Non Admitted Program Underwriting Authority).

Any renewal or new business submission domiciled in or serving New Jersey territories are not eligible for coverage in this program.

Ineligible Operations and Activities: In addition to the above, the following activities are ineligible for this program. Any exception to the items below will require a referral to the Program Manager, unless they are declined and the Designated Operations Exclusion endorsement for GL (CG 21 53) is used:

1. Municipalities
2. No hauling or collecting for medical, oil, asbestos, radioactive or hazardous waste material.
3. Ownership or operation of landfills or incineration of material.
4. Risks involved in collecting or transporting for Hazardous Waste Site Mitigation Contractors.
6. Trash to energy operations
7. Any waste hauling operation that involves compost, fertilizers or sludge collection or hauling
8. Any risk filed under or operating under any chapter for the Federal Bankruptcy laws
9. Risks with separate trucking operations/entities which haul for others and/or are owner-operator truck drivers
 - A. This does not apply to owner-operator truck drivers who only work for our insured, provided.
 - They must have insurance with limits equal to or greater than our insured's limits.
 - They must provide a Certificate of Insurance and name our insured as an Additional Insured on their policy.
10. Risks which provide rental or sale of equipment (with the exception of bins and containers) or machinery (new or used).
11. Risks that create and/or use self-made equipment or customize equipment beyond manufacturer specs.
12. Any waste hauling operation that hauls over 75 miles.
13. Any risk this is involved in hauling for others.
14. Construction or Demolition (C&D) operations

2. AUTHORITY

2.1 INSURANCE COMPANIES

You are authorized to place business in the Program with the Companies set forth below:





COMPANY NAME

- New Hampshire Insurance Company**
- Granite State Insurance Company**
- Illinois National Insurance Company**
- National Union Insurance Company of Pittsburgh**

2.2 LINES OF BUSINESS / PREMIUM / OPERATING SYSTEM

You may underwrite, quote and bind eligible business in the Program for accounts with premiums up to the following amounts using the operating system(s) set forth below.

The premium amounts apply only to business written in the Program and do not apply to any business written with any other company, branch, division or department of any member company of American International Group, Inc.

LINES OF BUSINESS	PREMIUM AUTHORITY	OPERATING SYSTEM
Commercial Property/Inland Marine	\$ 75,000	Coverall
Commercial Package Policy	\$175,000	Coverall
Commercial General Liability	\$100,000	Coverall
Commercial Automobile	\$125,000	Coverall
Commercial Crime Coverage	Included in Property/Inland Marine	Coverall
Umbrella Liability Coverage	\$ 50,000	Coverall
The sum of all policies and/or coverages written for one insured	\$350,000	

2.3 NAMED INSUREDS

You must understand the operations of all current and inactive named insured entities included on any policy and verify that each such entity meets the eligibility as defined for the Program.

Note: Individuals (i.e., natural persons) may not to be listed as a “Named Insured” on Our policies.

Please refer all accounts that are requesting either an individual or a non-qualifying entity to be listed as a “Named Insured” to your Program Manager prior to quote.

2.4 LIMITS AUTHORITY

You may underwrite, quote and bind eligible business in the Program for accounts with limits up to the amounts set forth below subject to the following catastrophe management limitations.





PROPERTY/CRIME COVERAGES	Limits	
PROPERTY		
Commercial Property and/or Inland Marine	\$10,000,000	Maximum Amount Subject (gross) in Protection Class (PC) 1 - 8 Amount subject any location in Protection Class 9 or 10 Total Insured Values
	\$ 5,000,000	
	\$25,000,000	
Earthquake – 250 Year MMI Zones of 7.0 through 12 (derived from RiskMeter*), and the entire state of California, Alaska and Hawaii	No Authority	
Earthquake – 250 Year MMI Zones 1 through 6.99 (derived from RiskMeter*),	\$5,000,000	
Earthquake Sprinkler Leakage – 250 Year MMI Zones 1 – 6.99 (derived from RiskMeter*),	\$5,000,000	
Flood – RiskMeter flood score over 40	No Authority	
Flood – RiskMeter flood score 10 - 40	\$5,000,000	
* See Qwik Notes for Information on RiskMeter		
Wind/Coastal Property	No Authority	Refer to the Windstorm section of Property Qwik Notes for guidance prior to making your referral.
Equipment Breakdown	No Authority	
CRIME		
Commercial Crime (1):		
Employee Theft	\$250,000*	Per Occurrence; *\$500,000 if required by ERISA
(1) Includes Employee Benefit Plans – when scheduled on the Declarations Page		
Forgery or Alteration	\$100,000	
Inside the Premises: Theft of Money and Securities	\$100,000	
Inside the Premises: Robbery or Safe Burglary of Other Property	\$100,000	
Outside the Premises	\$ 50,000	
Computer and Funds Transfer Fraud	\$100,000	
Money Orders and Counterfeit Money	\$ 5,000	





GENERAL LIABILITY, AUTOMOBILE, GARAGE, UMBRELLA Limits		
Commercial General Liability and Products Liability	\$1,000,000 \$2,000,000 \$2,000,000	Each Occurrence General Aggregate Products-Completed Operations Aggregate
Medical Payments	\$ 10,000	
Personal/Advertising Injury	\$1,000,000	Each Occurrence
Damage to Premises Rented to You	\$ 300,000	
Employee Benefits Liability	\$1,000,000 \$1,000,000	Claims Made Annual Aggregate
Commercial Automobile Liability	\$1,000,000	Any One Accident
Commercial Automobile Physical Damage	ACV to \$250K	Per Vehicle Replacement Cost
Minimum Deductible:		
➤	\$1,000 with Cost New Less than \$75,000	
➤	\$2,000 with Cost New At or Above \$75,000	
Amount Subject Any One Location	\$2,500,000	
Commercial Umbrella	\$5,000,000 \$5,000,000	Each Occurrence General Aggregate Limit

2.5 WINDSTORM AND EARTHQUAKE CAT MANAGEMENT REFERRALS

Catastrophe modeling is also required when writing property coverage including windstorm and/or earth movement on both new and renewal business for any locations:

1. within Windstorm Control Zones (as defined in the Windstorm section of the Qwik Notes), and
2. for any location(s) with a RiskMeter 250 year MMI rating of 7.0 and above for earth movement.

All new business falling into either of the above parameters must be submitted to the Program Manager for CAT modeling prior to quoting

As respects renewal business you should use the Average Annual Loss determinations provided to you by your Program Manager as part of the underwriting / referral process.

No new or renewal property coverage subject to modeling may be quoted until required approval is received from the Program Manager.

2.6 ADHERENCE TO FILED RULES/LOSS COSTS/FORMS

2.6.1 ISO PRODUCTS / AAIS PRODUCTS / PROPRIETARY PRODUCTS

For this program, for the following lines of business, the Company utilizes the following products as set forth below:





INSURANCE SERVICES ORGANIZATION	AAIS	PROPRIETARY PRODUCTS
Commercial General Liability	Inland Marine	Property One
Commercial Automobile		Commercial Umbrella
Commercial Property		
Commercial Crime		

Unless you are advised otherwise by a Program Administrator Bulletin, the Company will automatically adopt all ISO/AAIS products *using their effective dates* as filed for:

- Coverage Forms and Endorsements
- Loss Costs, Expected Loss Potentials and/or Rates
- Increased Limits Factors
- Rating Plans
- Classification Plans
- Manual Rules
- Package Modification Factors

The Cover-All Operating system will maintain all changes in compliance with our filings.

2.6.2 NEW YORK FREE TRADE ZONE (NYFTZ)

You are authorized to write business in the NYFTZ that qualifies under 'Class 2' but only as directed in Section 5. Where the Insured's Headquarter State is New York, *all* Umbrella policies must be issued in the NYFTZ (see Umbrella Qwik Notes for details). You must refer any 'Class 1' risk to your Program Manager prior to quote. The Company does not write business that qualifies as 'Class 3' at this time.

Regulation 86 is available here: <http://government.westlaw.com/linkedslice/default.asp?SP=nycrr-1000>

2.7 POLICY TERM

Policy periods (including any coverage and rate commitments associated therewith) are for up to a twelve (12) month term only.

Note: You may extend the 12 month policy period to accommodate concurrency requests for a period of up to 60 days.

2.8 PRICING AUTHORITY

You have authority to use the pricing plans designated below. You have no authority to use any rates, loss costs, or rating plans other than those filed by or on behalf of the Company. When pricing all lines, you must properly document the underwriting file relative to qualification and/or the known risk attributes as required by state regulatory requirements.





PRICING / RATING PLAN

AAIS Rating Plans for the following lines of business: Property	Approved
Preferred Risk Property (PropertyOne Rating Plan)	Not Approved
Use of ISO Experience and Schedule Rating and IRPM	Approved
ISO 'a' Rating	No Authority
Deviation from ISO 'Increase Limits Factors'	No Authority
ISO Rule 15 – Commercial Automobile (see Rules – Section 5.3)	Approved
ISO Rule 34 – Commercial General Liability (see Rules – Section 5.2)	Approved
ISO Composite Rating	Approved
Loss sensitive rating or retrospective rating	No Authority
Large or Special Risk Rating	No Authority
Use of any other State Approved “Deregulation” relative to rate or form use (same rules as when using Rules 15 or 34)	Renewals Only
Dividend plans: individual risk or entire program	No Authority
Premium deferral or cash-flow programs, or compensating balance programs	No Authority
Rate guarantees beyond the annual policy term	No Authority
Self insured retentions	No Authority
Consent to Rate Rules	No Authority

2.8.1 ISO “REFER TO COMPANY” RULES

Anytime ISO has insufficient data to promulgate a rate or loss cost, they defer to the company to create its own rate. Please refer to Section 5, “Refer to Company” rules which are applicable (by product line) for the Program, or Qwik Notes for guidance. If we do not address a specific “Refer to Company” issue pertaining to rating an account, please refer the matter to your Program Manager for guidance prior to quote.

2.9 LIMITATIONS TO AUTHORITY

Unless a specific exception is listed in Section 5, you may not place any business in contravention of this Authority with respect to any aspect of the insurance placed pursuant to the Program, including without limitation, types of risk, coverages provided, policy terms and conditions, and pricing techniques.

2.9.1 LIMITATIONS: GENERAL LIMITATIONS

Unless authority is granted elsewhere in this document, no authority exists to:

1. Quote or bind an account operating pursuant to any chapter of the United States Bankruptcy Code.
2. Quote or bind any account with Commercial Auto exposures of a long-haul nature, defined as a radius of operations greater than 250 miles. **Note: for this program, the radius of operations is limited to 75 miles (see Section 1.1, “Eligible Business”)**
3. Quote or bind any account with overhead transmission/distribution lines either for direct damage or consequential loss, i.e. business interruption or extra expense.





4. Bind any account where Risk Transfer is not self evident, or where the premium for such accounts must be recorded as a deposit.
5. Use any endorsement related to any rating agency downgrade of AIG (Credit Downgrade Endorsement).
6. Captive, pooling, or other risk financing arrangements.
7. Assumed reinsurance.
8. Amendments to any Program Administrator Agreement or other contractual agreement between any company of AIG, Inc., and any duly authorized broker doing business with the AIG Programs Division.
9. Back-dating of coverage more than five (5) business days (and if five days or less, subject to a warranty of no known or reported losses from the insured).
10. Requests for facultative reinsurance of any line.
11. Agreement to pay or actual payment of any loss not covered by the policy as it was written at the time of loss.
12. Individual risks, or programs, if AIG Claims Services, or a AIG approved TPA is not handling all losses and loss adjustment.
13. Revise any premium audit without the express written consent of the Company Premium Audit Division.

2.9.2 LIMITATIONS: COVERAGES

Unless authority is granted elsewhere in this document, no authority exists to quote or bind any of the following:

1. Claims Made coverage in a program where the CGL is written on an Occurrence form (excluding Employee Benefits Liability).
2. Occurrence Coverage in a program where the CGL is written on a Claims Made form.
3. Employment Related Practices.
4. Pollution or other Environmental coverage. **NOTE: refer to Section 5**
5. Liquor Law Liability in states designated as a high hazard (8 or higher) by ISO
6. Railroad Protective Liability.
7. Professional Liability or Errors and Omissions Liability.
8. Manufacturers Output policies or coverage.
9. Ocean Marine.
10. Product Recall.
11. Foreign coverage (i.e. outside the United States or Canada).
12. Hawaii Auto Coverage if not written through Coverall.
13. Massachusetts Auto Coverage. **Limitation not applicable to this program.**
14. Mold/Fungus Coverage.
15. Data Corruption coverage.
16. Policies that provide for Windstorm and/or Flood and/or Earthquake only.





2.9.3 LIMITATIONS: POLICY TERMS AND CONDITIONS

No authority exists to quote or bind any of the following terms or conditions:

1. Individual risk, or programs requesting financial guarantees, e.g. any situation where we would be asked to include language in our policy, or assume obligations in the repayment of indebtedness.
2. Aggregate Limit reinstatement.
3. Requests for mid-term increase in limits of liability (GL only). A “no known loss” warranty statement from the insured may also be required.
4. Extension of cancellation or non-renewal provisions beyond the statutory minimum or 90 days, whichever is greater.
5. Master policies with certificates.
6. Manuscript policies, forms or endorsements, defined as insurance coverage documents, whether written by member companies of AIG or not, that amend policy coverage terms but are not filed.
7. Removal of any policy exclusion.
8. Property Loss – Limit forms or coverage.
9. Property (real, personal or inland marine) on a reporting form basis.
10. Property blanket policy limits.
11. Aggregate stop loss on deductibles or approved SIR’s

2.10 STATE SURCHARGES AND FEES

You are responsible for the proper billing and collection of all state surcharges and fees. Please refer to our Underwriting Bulletins or contact your Program Manager for current information regarding all applicable state surcharges and fees.

2.11 POLICY ISSUANCE AUTHORITY AND SERVICE STANDARDS

You are authorized to issue policies on behalf of the Company in accordance with the Authority set forth herein. You must issue and mail all policies (either by USPS or electronically) within thirty (30) days from the effective date of the policy.

Endorsements must be issued and mailed (either by USPS or electronically) within thirty (30) days of receipt of the request.

Note: In any instance where the endorsement must be backdated (see Section 2.9.1.9) and expands or broadens the terms, conditions or limits of the policy, the insured must provide written confirmation that there are no known losses during the period between the date of receipt and the endorsement effective date.

2.12 APPROVED COVERAGE FORMS AND ENDORSEMENT AUTHORITY

The attached Excel Spreadsheet sets forth the coverage forms and endorsements that are available for use with the Program by line of business by jurisdiction.





Wasteguard Forms
Template 12-26-2014

This information is current as of the date of this document. However, the actual edition dates are subject to change based upon new forms being filed and approved. You may not use any form or endorsement other than the most current version approved for use by the Company, by line of business, and by jurisdiction.

Anytime you need to use a coverage form or endorsement not set forth in the Excel Spreadsheet, you must refer such form to your Program Manager for review and approval prior to use.

2.13 DELEGATION OF AUTHORITY

The person designated in Section 6 (the “Designee”) may delegate the underwriting authority set forth herein to employees of the Program Administrator, provided such employees are under the employ and direct supervision of such designee. Any such delegation of authority must be done in writing, maintained on file at the Program Administrators office and made available to the Company upon request. No person other than the Designee may delegate any underwriting authority nor may the Designee delegate any authority to anyone outside of the employ of the Program Administrator. Any exceptions to any of the foregoing must be expressly approved in writing by your Program Manager prior to initiating the quote process.

Delegation of authority to employees must be done in writing and shall be maintained on file at the Program Administrators office.

2.14 UNDERWRITING GUIDELINES - QWIK NOTES

Throughout this document you will see references to Qwik Notes. These are Our Underwriting guidelines that summarize specific line of business rules that you are expected to follow. You and your staff should carefully read them and refer any questions to your Program Manager. We will notify you of changes during the course of the year via producer bulletin. You can access the most current edition of Qwik Notes via the AIG Program website: <http://www.aigprograms.net/>

3. PROGRAM UNDERWRITING RULES

3.1 UNDERWRITING FILE/DOCUMENTATION REQUIREMENT

You must document the underwriting file to reflect that all issues warranting special consideration have been recognized, evaluated, and found to be in accordance with the Authority delegated to You. -The underwriting file must contain sufficient information and organized in a manner that will allow anyone to understand the Program Administrator’s underwriting intent by reading the file.





The minimum general requirements for contents of an underwriting file (paper or electronic) are:

- Signed and dated application(s) – see Section 3.2.
- Account reservation (eStart) confirmation page, including the D&B credit score and any credit or underwriting alerts contained therein – see Section 3.3.
- Account summary worksheet - See Section 3.4.
- Loss runs – see Section 3.5.
- Final rating worksheets.
- Where a policy is ISO 'a' or 'range' rated, documentation supporting the rate selected and where needed, approved by the Program Manager.
- Declarations Page (including full legal address of the insured).
- All correspondence pertaining to coverage or premium, including referrals.
- Referral approvals, declinations, if any.
- All quotes retained in a .pdf format along with the email cover letter.
- All binders, retained in a .pdf format along with the email cover letter.
- Complete copy of the policy, which must include a schedule of forms (either paper or electronic copy)
- Copies of any:
 - a. Mid-term endorsements;
 - b. Notices of cancellation;
 - c. Additional Insured endorsements;
 - d. Non-Renewal notices;
 - e. Renewal notices;
 - f. Premium audits;
 - g. Loss Control Reports.

The minimum additional document requirements by product line are:

3.1.1 PROPERTY FILE DOCUMENTATION REQUIREMENTS

- a. IRPM worksheet, including those written with a unity (1.00 mod where required) and justification for all schedule credits/debits applied.

3.1.2 GENERAL LIABILITY FILE DOCUMENTATION REQUIREMENTS

- a. Experience and Schedule rating worksheets (including those written with a unity (1.00 mod where required) and justification for all schedule credits/debits applied.

3.1.3 AUTOMOBILE FILE DOCUMENTATION REQUIREMENTS

- a. Experience and Schedule rating worksheets (including those written with a unity (1.00 mod where required) and justification for all schedule credits/debits applied.
- b. Driver List and copies of MVR's as required by our Underwriting Guidelines.





- c. UM/UIM offers and rejections (where required)

3.1.4 UMBRELLA / EXCESS CASUALTY FILE DOCUMENTATION REQUIREMENTS

- a. Umbrella pricing worksheet including reason for pricing deviations.
- b. UM/UIM offer, acceptance & rejection forms where required
- c. For all scheduled underlying policies that we do not write:
 1. Loss runs or a letter of 'no known losses' where applicable – see Section 3.5
 2. Declarations pages from non AIG underwriting policies with writing company, premium, limits, policy periods, and for GL, a form schedule.
- d. Umbrella policy when issued.
- e. Schedule rating worksheets (including those written with a unity (1.00) mod) and justification for all schedule credits/debits applied.

3.2 APPLICATIONS

A copy of the completed, signed and dated application is required on all new business and kept in the policy file, along with any supplemental applications, questionnaires, or statements of value which are critical to the underwriting of the account. Umbrella applications are not required to be signed if all of the underlying applications have been signed. Where the application becomes part of the insurance policy (as is the case with Professional Liability, for example) subsequent applications must be signed. Where the application does not become part of the insurance policy, subsequent renewal applications do not need to be signed, although it is considered preferable to obtain such signatures where possible. However, a completed, signed application is required every three years.

On renewals, supplemental applications/checklists can be used separately from the application to update exposure and/or loss information.

Additional information that is obtained through telephone conversations, email exchanges, or other means may be used to analyze an account, but must be documented in the account file.

All applications, including supplemental applications used by the Program Administrator, must be approved by the Company.

Standard ACORD forms and/or supplemental questionnaires or applications approved by the Program Manager are the only applications approved for this Program.

3.3 ACCOUNT CLEARANCE/RESERVATION IN 'E START'

You must enter all accounts and Named Insureds into the AIG reservation system (eSTART) prior to the release of a quote. You must include evidence of the reservation clearance in the underwriting file. You must resolve all Underwriting Alerts, Credit Alerts and Hard Blocks in accordance with the AIG's Programs requirements (see website) or as directed by your Program Manager prior to quote and retained in the file.





In addition, when an account is bound, it must be updated in eStart to reflect a bound status.

3.4 ACCOUNT SUMMARY WORKSHEET

Each Underwriting file must contain a completed "Account Summary Worksheet" (one document) that includes the following:

- Name and address of the First Named Insured
 - Complete list of Named Insureds, a brief summary of each named insured's operations (including any discontinued operations).
 - Description of all operations (confirming eligibility).
 - Exposure and hazard analysis.
 - Current/expiring premium.
 - Loss history summary by line of business supporting eligibility, including the following:
 - Total number of losses and total loss dollars incurred by policy year
 - Analysis of any claim in excess of \$50,000
- NOTE: Willis has the option to summarize in the 'account workbook'**
- D&B Score of 1, 2, or 3 (from eStart), or if the score is 0, 4, or 5, financial analysis as directed in Section 1.1, Eligibility, or referred to the Program Manager with supporting financials and approved prior to quote.
 - Underwriting rationale supporting writing the account.

3.5 LOSS RUNS/LOSS ANALYSIS

You must analyze loss information prior to quoting any account in accordance with the eligibility requirements set forth in Section 1.1 and documented in the Underwriting file. Loss runs must be from an insurer or Approved Third Party Administrator and must have been produced and currently valued within 180 days of the policy effective date for both new and renewal business. See Section 3.4 for documentation expectations.

NOTE: Willis may summarize in the 'account workbook.'

3.6 REFERRAL PROCESS / REQUIRED DOCUMENTATION

You must refer any underwriting issue that falls outside of the underwriting authority herein to your Program Manager prior to quoting the account. Such referral must clearly include the following:

- Reason for the referral (including direct reference to Your Authority triggering same).
- Supporting documentation, including a completed, current 'Account Summary Worksheet' (see Section 3.4).
- Your reasons supporting why an exception should be made.
- Due date for a response.





It is incumbent upon You to allow sufficient time for the Program Manager to review all referrals.

Your Program Manager will respond to you with a decision via email, which you must retain in the underwriting file. You may not quote or bind coverage prior to receiving written approval from your Program Manager.

Once approved, where You have established that there has been no material change to the risk and properly documented the file, the approval remains in effect and resubmission is not required at each renewal*. However, the following exceptions limit referral approval to the current policy year only:

1. When limited by the Program Manager and stated in their approval email; or
2. Deterioration of previously approved three year account loss ratio of more than 10%; or
3. Any referral for rate exceptions; or
4. The premium exceeds your authority as stated in Section 2.2, Premium Authority; or
5. Any approval for property and/or inland marine coverages:
 - For flood and/or earth movement if there are any changes to limit(s) or deductible(s); or.
 - Windstorm in a “wind control zone” (unless otherwise provided in the written approval); or
 - If the key amount subject increases by more than **10%** above the approved amount subject limit; or
 - Any amount subject value over \$40,000,000.

In addition to the above, please note that any previously approved manuscript endorsements that do not have a specific form number and edition date must be resubmitted at expiration. Once approved, the above will apply if so designated by your Program Manager.

3.7 DEDUCTIBLES / SIR PROCEDURES

General Liability: there are no mandatory deductibles or SIR's for this Program. Accordingly, the use of any deductibles on a General Liability must be referred to your Program Manager prior to use.

3.8 QUOTATION

You must issue quote letters for all accounts using a protected pdf format. The saved pdf file name must include the insured's name and the date the quote was created. The quote letter must be retained in the underwriting file along with the dated cover letter (email) that accompanied the quote. If a request is made to revise the quote prior to binding, you must issue a new quote letter.

At a minimum the quote letter must include the following: date of proposal, name of producer, name of insured, proposed effective date and expiration date, conditions, limits of liability, deductible/self Insured retention if applicable, premium, applicable coverage, description of forms and endorsements, services if applicable, payment options.





3.9 BINDERS

All requests from a retail broker or applicant to bind coverage must be in writing and received prior to the coverage inception date. If multiple quotes were provided, the bind order must clearly state the quote option selected.

You must issue a binder whenever a policy is not issued and mailed (USPS or electronically) within five (5) business days of the policy's effective date and outline the final agreed-upon terms and conditions (which may differ from the quote letter assuming the changes are non-monetary). All binders must be converted to a .pdf format, sent via email, and retained in the underwriting file, along with the dated cover letter that accompanied the binder. A binder cannot be issued for a period of more than 30 days without written approval by the Company.

Binders may consist of an ACORD Form 75 or a binder letter, provided, however, that all binder letters must include at least the following information:

- Date of issue
- Quote being bound (where multiple quotes exist, you must identify the one being accepted by the insured)
- Effective date
- Type of insurance
- Coverage/Forms
- Limits
- Deductibles/SIR's/Coinsurance
- Fees and assessments
- Premium
- Writing company(s)
- Special conditions (warranties, subject to conditions, disclaimer wording in the event of a material change in exposure or conditions)
- All non-monetary changes agreed to at time of binding

All binder letters must contain the following language:

"This binder contains a summary of the coverage provided under the policies listed herein and does not include all the terms, conditions, and exclusions of the policy(ies). The policy(ies) contain the full and complete agreement with regard to the coverage provided therein. Please review the policy(ies) thoroughly with your broker upon receipt and notify us promptly in writing if you have any questions. In the event of any inconsistency between the binder and the policy, the policy language shall control."

3.10 OTHER UNDERWRITING CONSIDERATIONS

3.10.1 CANCELLATIONS/NON RENEWALS





You must provide proper and timely cancellation and/or non-renewal notices to policyholders, and such other entities as required by the policy, any application law, rule, regulation or order, or the Company. For all cancellations, conditional renewals and non-renewals, use of ODEN Policy Terminator is required to ensure that notices provided comply with each state's requirements.

3.10.2 DECLINATIONS

Declination of any submitted new business account must be done in writing and in a timely manner.

3.10.3 MATERIAL CHANGE IN COVERAGE/RATE INCREASES

Many states require notification of any change in premium (including not only base rate changes, but the premiums charged to the individual account) or restrictions in coverage. Some states will require notification to the policyholder prior to renewal, while other states may require a conditional non-renewal. You must issue such notices as required by applicable law, and forward any questions to your Program Manager.

3.10.4 STATE SPECIFIC AMENDATORY ENDORSEMENTS

You must include any/all state amendatory endorsements as required by the "Headquarters State" of the insured.

3.10.5 HEADQUARTERS STATE RULE

You must verify that the Program is in compliance and using approved loss costs/rates, rules and forms based upon the 'headquarters state' of the first named insured. As used in this document, "headquarters state" is defined as the state shown in the mailing address of the first Named Insured on the declarations page – the state in which the first Named Insured maintains its headquarters or principle place of business.

3.10.6 TERRORISM RISK INSURANCE ACT (TRIA)

You must comply with provisions of the Federal Terrorism Risk Insurance Act of 2002, as amended. You must provide a quote for terrorism when providing coverage for Property, General Liability, and/or Excess Casualty lines of business. The Company has taken the position that coverage for terrorism for these lines must be offered with no option to reject coverage, using Form 96556 (02/08) and must clearly show the premium charge. The rate will be a flat charge of 1% where approved. (Refer to Qwik Notes for zip codes where coverage for Terrorism requires a referral.)

Note: the current Federal Terrorism Risk Insurance Act, as amended, is schedule to 'sunset' on 12/31/2014. If it is not renewed, you will be advised to discontinue offering coverage, and instead attach a proprietary terrorism exclusion.





3.10.7 OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

You must attach the approved AIG Economic Sanctions Endorsement on all policies.

You must comply with all laws, rules and regulations promulgated by the Office of Foreign Assets Control (OFAC). By clearing the account and any alerts and/or blocks that arise in eStart (see Section 3.3), you are satisfying this requirement.

However, You must refer all matters involving conflicts of this type to your Program Manager immediately to address any potential legal risks under all applicable laws prior to quoting. You are not authorized to bind coverage for any insured included on any list of Specifically Designated Nationals and Blocked Persons promulgated by OFAC.

3.10.8 COMMISSION – POLICYHOLDER NOTICE

You must attach the approved AIG policyholder notice (form 91222 04/13) regarding producer commission to all policies issued pursuant to the Program.

4. ADMINISTRATION AND SERVICE

4.1 LOSS CONTROL

Loss control surveys are provided by AIG Programs approved subcontractors. The purpose of the surveys is to verify information obtained on the application, improve/enhance the insured's risk management program and to identify "exceptions" or critical information requiring the underwriter's review.

Refer to QWIK Notes loss control section for specific requirements.

The following program specific guidelines have been developed to ensure consistency in the utilization of loss control throughout the underwriting of AIG Programs accounts:

1. The Program Administrator should request a telephone survey within seven days of the effective date on all new business and every three (3) years thereafter if any of the following applies:
 - a. Total combined premium is between \$25,000 and \$50,000
 - b. There is no loss control report in the file or there is but it is more than two years old, and the policy meets the premium threshold indicated in a. above
 - c. At the discretion of the underwriter; a telephone survey can be ordered more frequently and regardless of premium size if necessary.
2. The Program Administrator should request a physical survey on all new business and every three (3) years thereafter, if any of the following applies:
 - a. Total combined premium is \$20,000 or greater





- b. Property amount subject value \$1,000,000 and greater. For accounts with multiple locations, develop a plan to complete location surveys within five years. The plan should be developed in conjunction with the Program Manager.
- c. At the discretion of the underwriter; a physical survey can be ordered more frequently and regardless of premium size, or amount subject total value, if necessary.

If the underwriter has special instructions or questions they need answered via a survey that are unique to the program or account, such instructions should be outlined in the survey request.

3. Consultative service may be requested at the discretion of the underwriter based on loss history or as a value added service.

4.2 PREMIUM INSTALLMENTS AND FINANCING

The Company does not offer premium installments. Premium financing is allowed but is not offered by the Company.

5. LINE OF BUSINESS GUIDANCE: RATES AND RULES

Included in this Section are the rates and rules by product line approved for use with this program and is subject to periodic change. We will use the Cover-All operating system and/or Program Administrator bulletins to keep this information current.

5.1 PROPERTY / INLAND MARINE / CRIME: APPROVED RATES AND RULES

Unless otherwise directed in this section:

1. Please refer to the Division 66 Property Qwik Notes.
2. You are to use ISO loss costs or class rates applicable at each location.

You are expected to review property values at each renewal, and adjust where necessary, to assure proper insurance to value and minimize any potential exposure to coinsurance penalties.

If an account meets the criteria for use of the PropertyOne rating plan, such rating requires referral and approval.

Refer to Qwik Notes for specific guidance on approved Marshall & Swift valuations.

When writing Crime Coverage on a Discovery form, you must attach the Retroactive Date endorsement. The date utilized on the endorsements should not be more than one year prior to the effective date for which we issue our original policy to an insured. For subsequent renewals, we can use the same date. If there is a break in coverage at any point, we must change the retro date to be no more than one year prior to the *new* effective date.

ISO forms are to be used on most accounts.

Minimum Property Deductible: \$2,500 per occurrence





Refer to QwikNotes for specific guidance on approved Marshall & Swift valuations.

When writing Crime Coverage on a Discovery form, you must attach the Retroactive Date endorsement. The date utilized on the endorsements should not be more than one year prior to the effective date for which we issue our original policy to an insured. For subsequent renewals, we can use the same date. If there is a break in coverage at any point, we must change the retro date to be no more than one year prior to the *new* effective date.

Property/IM Underwriting Criteria:

- Locations that are utilized for sorting processes should be evaluated to identify equipment being used in the operations, and the need for protection of the building and equipment
- Housekeeping and maintenance procedures must be confirmed
- Risks that incorporate fire suppression equipment for the equipment and/or automatic sprinkler systems for the building will be considered improved risks
- Central station, hard wired heat and smoke alarms shall also enhance risk characteristics
- Annually tagged Class ABC fire extinguishers required and employees must be trained in their use
- A written fire emergency plan should be in place

5.2 GENERAL LIABILITY – APPROVED RATES AND RULES

Unless otherwise directed in this section:

1. Please refer to the Division 66 General Liability Qwik Notes
2. We will use ISO loss costs, rules and forms when writing Commercial General Liability.

Refer to Company rules exist for our programs and are summarized in Qwik Notes. Program specific 'refer to company' rules can be found below:

- Total Pollution Exclusion must be used.
- Asbestos and Silica Exclusions must be used.
- LIMITED POLLUTION LIABILITY – DESIGNATED SITES COV. (CG 00 39) may **NOT** be offered.
- GL Enhancement Endorsements can **NOT** be used.
- Emergency plan must be in place.
- Signed hold-harmless agreements, COI and Additional Insureds status are required and must meet our guidelines. Following are examples of contracts where they are required:
 - Contracts for shipping recyclables to manufacturers.
 - Contracts for transporting garbage between the insured's transfer station and a 3rd party disposal site.
 - Contracts for renting/leasing trucks.
 - Contracts for subcontracted routes (this should be avoided).
 - Contracts for the maintenance of dumpster units for a 3rd party at their premises.
 - Contracts between building owners and/or GC for C&D work on a job site. Risk involved in C&D operations should not agree to any General Contracting arrangements.





- Vehicle maintenance schedule completed by outside contractor.
- Any account in which a named insured is listed on a policy, but we are not insuring all of the insured's locations or operations must be referred to the program manager with the recommended exclusionary language. The referral should include the ownership of all named Insureds.
- 74434 10 99 Additional Insured – Primary – Non Contributory
- The following only applies to “Transfer of Rights of Recovery” and “Primary and noncontributory”:
 - Authority is granted subject to proper documentation in the file which includes copies of the insurance portion of the contract stating these terms are required.
- 61712 12 06 Additional Insured Where Required Under Contract or Agreement
- CG 24 04 05 09 Waiver of Transfer of Rights of Recovery
 - Schedule: Where required by written contract or agreement executed prior to the “occurrence”

The premium charge is \$250 per endorsement.

These endorsements should not be added automatically to all accounts.

Should you encounter a ‘refer to company’ issue not addressed above, please refer to your program manager for guidance.

5.3 AUTOMOBILE – APPROVED RATES AND RULES

Unless otherwise directed in this section:

1. Please refer to the Division 66 Automobile Qwik Notes
2. We will use ISO loss costs, rules and forms when writing Commercial Automobile.

Automobile coverage cannot be issued on a stand-alone basis.

An account must be referred anytime Rule 15 is used on a new line or, on renewals, when the line of business loss ratio exceeds 50% and/or additional **downward** deviation is being requested from the prior year approval.

Use of any other State Approved “Deregulation” relative to rate increase is approved for renewals. Any modification to previously approved “Deregulation” resulting in a rate *decrease* must be referred to the Program Manager. The appropriate secondary rating factors for WasteHaulers must be used on all risks:

53-Garbage/Wastehaulers

Quality of Risk Criteria:

- Vehicle maintenance program must be in place identifying experience and how often.
- Driver files must have copy of CDL if applicable
- Driving records for all drivers should be checked as part of the hiring process and on an annual basis thereafter to a written, non-discriminating company policy
- Driver training program must be in place





Eligible drivers must meet the minimum criteria established by AIG :

- Be at least 21 years old
- Have a minimum of four years driving experience
- Have an acceptable driving record
- Have a valid license
- Be familiar with the vehicles to be used or given instruction prior to driving insured vehicles

MVR Ordering Guidelines:

- MVR's must be ordered and meet the underwriting criteria annually, and for all drivers prior to releasing a quote
- MVR grid must be completed annually and will contemplate a 5 year evaluation period, at a minimum where provided by the state.
 - Frequency of historical violations (more than 5 years) should be reviewed for drivers with multiple violations
- Based on the MVR Grid, any risk which results in a "poor" grade is not eligible for coverage.
 - Exception: Drivers over 65 with an active CDL license must also have five (5) years of "clear" (no violations) on their MVR to be eligible for the program

"No drive" letters or Driver Exclusions are not permitted in this program due to the nature of the auto exposures present within this program.

NOTE THE FOLLOWING FORMS WITH GUIDELINES:

90812 10 06 Additional Insured Where Required Under Contract or Agreement – no premium charge

87950 Additional Insured Where Required Under Contract or Agreement – NY, VA

CA 0444 03 10 Waiver of Transfer of Rights of Recovery

- Schedule: Where required by written contract or agreement executed prior to the "occurrence"

74445 10 99 Additional Insured Primary, non-contributory

The following only applies to WOS and Primary and noncontributory:

- Authority is granted subject to proper documentation in the file which includes copies of the insurance portion of the contract stating that these terms are required

The premium charge is \$250 per endorsement

These endorsements should **not** be added automatically to all accounts.

CA 99 48- POLLUTION LIABILITY- BROADENED COVERAGE

- MUST BE USED IF MCS 90 IS USED) - DO NOT USE IN NY AND VT – COVERAGE PROVIDED IN THESE STATES VIA STATE AMENDATORY END'T.

CA 99 23 -RENTAL REIMBURSEMENT

- MAY BE ISSUED ON A BLANKET BASIS- ALL PRIVATE PASSENGER VEHICLES

CA 99 40 -EXCLUSION OR EXCESS COVERAGE HAZARDS OTHERWISE INSURED





- Use form to exclude specific vehicles that may be covered elsewhere or vehicles and we do not want to cover for liability due to the exposure.

Auto Pollution: Pricing:

- Premium is calculated by multiplying 3% times the modified auto liability premium.
- Coverage is not available in the umbrella policy.

Non-waste hauling vehicles classified as PPT's or light trucks may be rated using the developed APD rates, or may be rated under a commercial auto policy.

5.4 EXCESS / UMBRELLA: APPROVED RATES AND RULES

Unless otherwise directed in this section:

1. Please refer to the Division 66 Umbrella Qwik Notes.
2. See the Qwik Notes for our Umbrella underwriting guidelines.
3. Use AIG Rating Plan for Standard Umbrella found in Umbrella Qwik Notes





6. ACKNOWLEDGEMENT AND ACCEPTANCE

ACKNOWLEDGEMENT AND ACCEPTANCE

The Program Underwriting Authority and the underwriting authority granted herein, supersede any previous document outlining any and all underwriting requirements and authority. Only the terms of this Authority apply to the conduct of your underwriting responsibility pursuant to the Program. Verbal expressions of underwriting authority do not alter the terms of Your Authority.

Please sign below and return an executed copy of the Program Underwriting Authority to your Program Manager within 30 days. If AIG Programs does not receive the executed copy within such time, this Authority will automatically go into effect on 03/02/2015.

I acknowledge and accept the terms and conditions set forth in this Program Underwriting Authority.

Acknowledged By:

Delegated By:

Willis Programs

AIG Programs

Name of Program Administrator

Name of Insurers

Daniel Curran

Ruby Simmons

Name of Recipient/Designee

Name of Grantor

VP, Underwriting Officer

Product Line Manager

Title of Recipient/Designee

Title of Grantor

[Signature]

Ruby Simmons

Signature of Recipient/Designee

Signature of Grantor

2/4/2015

2/5/15

Date

Date