

# New Jersey Automobile Insurance Risk Exchange

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September 21, 2011

To: All NJAIRE Member Companies

This is to inform you of revisions to the NJAIRE Procedure Manual & Exhibits that were approved by the NJAIRE Board of Directors, effective January 1, 2012, that will impact the reporting requirements of all member companies.

1. All members are required to utilize and maintain a copy of the NJAIRE Reportable Claimant Determination Form (Procedure Manual Exhibit 2) for all paid Bodily Injury claimants, in either paper or electronic form. Members will be required to furnish this information to the NJAIRE auditors during the compliance audit process.
  - Procedure Manual pages amended - Section I:
    - Chapter 2.1 - page 4
    - Chapter 3.3.A(4) & 3.3.B(13) - pages 8 & 13, respectively
  - Procedure Manual Exhibits - Exhibit 2
2. Exclude Special Automobile Insurance Policies (SAIP) from NJAIRE reporting requirements for members who issue such policies.
  - Procedure Manual pages amended - Section I:
    - Chapter 3.3.B(9) - page 10
    - Chapter 3.3.B(11) - pages 12 & 13

Please to be sure to provide this information to all company personnel responsible for NJAIRE.

Attached to this email is a copy of the amended NJAIRE Procedure Manual for your records. Please note that the revised documents are also available on the NJAIRE web site, [www.njaire.org](http://www.njaire.org).

If you have any questions, please contact me at [mmcauley@iso.com](mailto:mmcauley@iso.com) or 201-469-2323.

Sincerely,



Michael McAuley  
Business Associate  
ISO - NJAIRE Central Processor